

BYLAWS

West Valley Republicans

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ARTICLE I: NAME

The name of this organization shall be **WEST VALLEY REPUBLICANS** and shall be referred to as “**WVR**” in these bylaws.

ARTICLE II: OBJECT

To manage **THE WEST VALLEY REPUBLICAN OFFICE** as a resource to the Republican districts, clubs, candidates and elected officials.

ARTICLE III: MEMBERS

SECTION 1. DEFINITION

The membership of the WVR shall consist of:

- A. “General” members shall be members of the WVR.

SECTION 2. QUALIFICATIONS

The membership of the West Valley Republicans consists of members in good standing as defined below.

GENERAL MEMBERS

- A. **WEST VALLEY REPUBLICANS** “General” members shall be registered Republicans **ONLY**.
- B. “General” members shall be WVR members.
- C. “General” members shall:
 - 1. Volunteer a minimum number of hours per month that the Membership Committee has established and has been approved by the Executive Committee **OR**
 - 2. Purchase an annual membership for the price that the Membership Committee has established and has been approved by the Executive Committee.
 - 3. The Membership Committee shall reevaluate hours and fees every 12 months or as needed.
- D. “General” members shall receive Executive Committees’ communications and WVR meeting information.

SECTION 3. DUTIES

Member duties include:

- A. Support Article II of these bylaws.
- B. Respect for **ALL** Republican candidates and elected officials.

SECTION 4. TERM OF OFFICE

The term of membership shall be one calendar year starting January 1st and ending December 31st of each year.

SECTION 5. VACANCY

Vacancies on the Executive Committee shall be filled with an interim appointment by a majority vote of the Executive Committee not to exceed 90 days of the vacancy. An election shall be called within the 30-day time period and the vacated position filled by a vote of WVR delegates within 30 days.

SECTION 6. CONTACT INFORMATION

- A. Members shall provide contact information, including an email address if available, to the **WVR**.
- B. The WVR shall utilize member contact information including email addresses solely for the use of **WVR**.
- C. A contact list of the members including email addresses, may be provided to any member of the **WVR Executive Committee**, for **WVR** business only, within seven days of request.
- D. The email addresses of members who do not permit the release of their email addresses **SHALL** be excluded from the list provided in the previous paragraph.
- E. Members who do not maintain a valid email address with the **WVR** shall sign a written request for the **WVR** to use alternative options for sending meeting notices.

ARTICLE IV: ELECTED OFFICERS

SECTION 1. NUMBER

The WVR Executive Board elected officers are: Chair, 1st Vice-Chair, 2nd Vice-Chair, 3rd Vice-Chair, 4th Vice-Chair, Secretary, WVR PAC Treasurer, and WVR PAC Chairman.

The WVR-Executive Committee shall have representation from each participating West Valley Legislative district and one member from the WVR administrative team.

SECTION 2. QUALIFICATIONS

- A. Officers shall be registered Republicans in the State of Arizona.
- B. Officers shall be members of the WVR and in good standing.
- C. Officers shall be members of a participating West Valley legislative district, or West Valley Republican Club. ~~identified in these bylaws.~~
- D. ~~Not more than one (1) person shall serve on the Executive Committee, per term, from each legislative district represented by these bylaws.~~

SECTION 3.

TERM

- A. Members elected to the Executive-Committee shall serve two-year terms.
- B. Members of the Executive-Committee shall be elected to staggered terms in the following manner:
 - 1. Chair, 2nd Vice-Chair, 4th Vice-Chair, and Secretary shall initially be elected to an inaugural 1-year term.
 - 2. 1st Vice-Chair, 3rd Vice-Chair, ~~Secretary~~, PAC President, and PAC Treasurer shall initially be elected to an inaugural 2-year term.
- C. Elected officers assume their duties upon the adjournment of the meeting at which they are elected.
- D. Officers serve until their successors are elected.

Section 4.

VACANCY

- A. Vacancy is caused by reasons including:
 - 1. Death
 - 2. Insanity, (when judicially determined)
 - 3. Failure to maintain registration as a Republican
 - 4. Resignation
 - 5. Removal from office
 - 6. Ceasing to discharge the duties of office for a period of three consecutive months
 - 7. Failure of a person to be elected or appointed to the office
- B. Filling of Vacancy
 - 1. Vacancies on the Executive-Committee shall be filled with an interim appointment by a majority vote of the Executive Committee not to exceed 10 days of the vacancy.
 - 2. An election shall be called within a 30-day time period and the vacated position filled by a vote of the Executive Committee.
- C. Multiple Vacancies

If the WVR Executive Committee quorum cannot be achieved due to multiple officer vacancies, the **WVR Chair** may appoint pro-tem officers from the **WVR** membership to fill the vacancies for the sole purpose of, and for only such time as necessary, for the **WVR** to elect permanent replacements pursuant to the **WVR** bylaws.

D. Removal

1. The WVR Chair may be removed in accordance with the WVR bylaws.
2. A WVR Executive Committee member or officer, other than the WVR Chair, may be removed from office at any meeting of the WVR by a 2/3 vote of the Executive Committee.
 - a. A notice of the proposed removal shall be sent to the Executive Committee member no later than 10 days prior to the meeting.
 - b. An announcement of the proposed removal shall be made at the previous WVR meeting immediately preceding the vote for removal.
3. A member of the Executive Committee, other than the WVR Chair, who is not present at three or more consecutive Board meetings during a term, may be removed by a majority vote of the WVR Executive Committee.
 - a. The officer to be removed shall be notified in writing no later than 10 days prior to the meeting at which the vote will be held.

SECTION 5. DUTIES OF ELECTED OFFICERS

WVR elected officers shall perform the duties prescribed by these bylaws.

A. Chair

The duties of the WVR Executive Committee Chair shall include, but are not limited to:

1. To preside over all meetings of the WVR Executive Committee.
2. To serve as the ex-officio member of the Fundraising Committee and Marketing Committee.
3. To help coordinate the activities of the Fundraising Committee and Marketing Committee.
4. Organize the WVR for effective and continuous organizational work on the behalf of the WVR PAC.
5. To cooperate with the WVR PAC in order to assure that PAC donations are consistent with the objectives of the PAC and consistent with the landlord's requirements.

B. 1st Vice Chair

The duties of the WVR Executive Committee 1st Vice-Chair shall include, but are not limited to:

To preside over all meetings and perform all duties of the Chairman in his/her absence.
To help coordinate the activities of the Administration functions of the WVR office and staff.
To serve as the ex-officio member of the WVR office Administration Committee.
To perform other duties as assigned by the WVR Chairman.

C. 2nd Vice Chair

The duties of the WVR Executive Committee 2nd Vice-Chair shall include, but are not limited to:

1. To assist the WVR Chairman and the WVR 1st Vice-Chairman as requested.
2. To serve as the ex-officio member of the Clubs Committee.
3. To help coordinate the activities of the Clubs Committee.

D. 3rd Vice Chair

The duties of the WVR Executive Committee 3rd Vice-Chair shall include, but are not limited to:

1. To serve as the ex-officio member of the Volunteers Committee.
2. To help coordinate the activities of the Volunteers Committee.
3. To perform the duties of the Chair, 1st Vice-Chair, 2nd Vice-Chair, during their absence, in the order specified.

E. 4th Vice Chair

The duties of the WVR Executive Committee 4th Vice-Chair shall include, but are not limited to:

1. To serve as the ex-officio member of the Marketing/Outreach Committee.
2. To help coordinate the activities of the Marketing/Outreach Committee.

F. Secretary

The duties of the WVR Executive Committee Secretary shall include, but are not limited to:

1. To take and record minutes of all WVR Executive Committee and special meetings.
2. To prepare, distribute and report meeting minutes to the WVR Executive Committee, WVR PAC, and WVR membership in a timely manner.
3. To maintain all records and correspondence in accordance with the WVR bylaws.
4. To communicate meeting notices to the WVR Executive Committee and WVR Members.
5. To maintain a current roster of WVR officers and members.
6. To serve as the ex-officio member to the Membership Committee.
7. To help coordinate the activities of the Membership Committee.

G. WVR PAC Treasurer

The duties of the WVR PAC Treasurer shall include, but are not limited to:

1. To prepare and present a monthly Treasurer's report and a monthly budget analysis to the WVR Executive Committee.
2. To pay bills authorized by the WVR PAC and WVR Executive Committee.
3. To file all required financial reports to the State and County.
4. To file all IRS reports as required.

H. WVR PAC Chairman

The duties of the WVR PAC Chairman shall include, but are not limited to:

1. Be a signer on the PAC financial accounts.
2. Manage any consulting contractors in the administration of the PAC.
3. Manage, and be the point of communication for, all PAC contracts.
4. In the absence of the Treasurer, perform the duties assigned to the PAC Treasurer.

Article V: Standing Committees

In addition to the committees listed elsewhere in these Bylaws, the standing and special committees of the WVR are as listed in this section. Each Executive Committee member is an ex-officio - a member of at least one committee. No member of any committee may be excluded from a meeting of that committee.

Committee membership is limited to West Valley Republicans members in good standing only. West Valley Republicans may be members of one or more committees.

SECTION 1 FUNDRAISING COMMITTEE

The fundraising committee is responsible for generating and planning fundraisers and submitting them to the Executive Committee for approval.

The Executive Committee Chair is the ex-officio member of this committee.

SECTION 2 MEMBERSHIP COMMITTEE

The membership committee is responsible for creating and maintaining a member data base in coordination with the Executive Committee Secretary.

The Executive Committee Secretary is the ex-officio member of this committee.

SECTION 3 CLUBS COMMITTEE

The Clubs Committee acts as a liaison between West Valley Republican Clubs and the West Valley Republicans.

The Executive Committee 2nd Vice Chair is the ex-officio member of this committee.

SECTION 4 ADMINISTRATION COMMITTEE

The Administration Committee is responsible for the staffing of the WVR office and training volunteers, maintaining the physical facility and safety.

The Executive Committee 1st Vice Chair is the ex-officio member of this committee.

SECTION 5 VOLUNTEERS COMMITTEE

The Volunteers Committee is responsible for soliciting volunteers and maintaining a roster of available volunteers for non office staff functions.

The Executive Committee 3rd Vice Chair is the ex-officio member of this committee.

Section 6 MARKETING/OUTREACH COMMITTEE

The Marketing/Outreach Committee is responsible for promoting the West Valley Republicans via Social Media, print advertising and the WVR website.

The Marketing/Outreach Committee is responsible for creating and maintaining a relationship with candidates and elected officials.

The Executive Committee 4th Vice Chair is the ex-officio member of this committee.

Article VI: Adhoc Committees

Section 1

The WVR Executive Committee may set up Adhoc committees as necessary.

Article VII: Meetings

Section 1

All meetings shall be conducted following Roberts Rule of Order.

The organizational meeting shall be held at the January WVR general meeting. Officers shall be elected per Article IV section 1.3 of these bylaws.

The WVR shall have general membership meetings as determined by the Executive Committee. A quorum of a ten percent (10%) of the members, in person, is required to conduct business.

The WVR Executive Committee shall have regular meetings as determined by the Executive Committee.

A quorum of a simple majority of the Executive Committee, in person, is required to conduct business.

The WVR shall have an organizational meeting in January of each year.

A quorum of a ten percent (10%) of the members, in person, (proxies are NOT allowed) is required to conduct business.

A special meeting may be called by:

Executive Committee Chair

A majority of the Executive Committee.

Upon the written request of twenty percent (20%) of the members.

ARTICLE VIII: ELECTIONS

Section 1 Nominating Committee

A nominating committee of three (3) members must be elected at the October general meeting. The three members must be members in good standing.

Nominating Committee members are precluded from running for office in the election.

ARTICLE IX: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the WVR by a two-thirds vote, provided that the amendment has been submitted to the members in writing at the previous regular meeting and has been included in the meeting notice, or otherwise sent by mail or electronic mail no later than ten (10) days prior to the meeting at which the amendment is to be voted upon. Any bylaw amendment achieving ratification will become effective upon adjournment of the meeting at which ratification occurs.