

BERKELEY COUNTY REPUBLICAN PARTY RULES AND BY-LAWS

PREAMBLE

We, the members of Berkeley County Republican Party, dedicated to the sound principles fostered by the South Carolina Republican Party, conscious of our civic responsibilities and high ethical principles, and firm in our determination to support and to help perpetuate the American way of life do herewith establish this instrument, the Rules of the Republican Party of the County of Berkeley, South Carolina, in accordance with the Rules of the South Carolina Republican Party.

RULE I INTERPRETATION AND APPLICATION OF RULES; AMENDMENTS; DISTRIBUTIONS

- A) These Rules shall be interpreted and applied so as to substantially accomplish their objectives. The spirit and not the letter of each Rule shall be controlling.
 - B) Should any conflict exist or develop between any of these Rules and the South Carolina Republican Party Rules, the latter shall govern except as to those laws which have been judicially held to be constitutionally unenforceable or which are patently unconstitutional. Nothing in these Rules shall be interpreted in contravention of South Carolina Election Law.
 - C) The proceedings of all business, organizational, reorganization, and committee meetings and all county and state conventions, not covered by these Rules or by enforceable provisions of the South Carolina election law, shall conform to the most recent edition of *Robert's Rules of Order Newly Revised*. To facilitate an orderly and effective meeting, the County Chairman may appoint a Parliamentarian to serve at each convened meeting.
 - D) These Rules may be amended only by the County Executive Committee by two-thirds (2/3) vote of the total number of members present.
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RULE II DEFINITIONS

“**Chairman**” shall mean the duly elected Chairman of the Berkeley County Republican Party.

“**County Executive Committeeman**” shall mean the duly elected committeeman from each precinct to the County Executive Committee.

“**Officer**” shall mean those officers of the Party at the County level, duly elected or appointed, other than the County Executive Committeeman.

“**Party**” shall mean the Berkeley County Republican Party.

“**His**” where used in these bylaws, all references to male gender shall be interpreted to include the female gender.

“**Party member**” or “**member of the Party**” shall mean and refer to those individuals current in their dues assessment as may be levied by the County Executive Committee of the Party.

“**Precincts**” as used herein shall mean and refer to the political subdivisions of Berkeley County, otherwise known as club(s) in the South Carolina Republican Party Rules.

RULE III MEMBERSHIP

Any individual believing in the principles of the Republican Party and intending generally to support its candidates shall be eligible for membership. Only members with a VALID voter registration card (having a date 30 days prior to the precinct organization date) are eligible to be elected as party officers and delegates.



RULE IV OFFICERS

- A) Elected officers of the Party shall be a Chairman, a First Vice Chairman, a State Executive Committeeman, a Secretary, and a Treasurer.
- B) Additional officers elected at Convention or appointed by the Chairman with the concurrence of the County Executive Committee shall be the Parliamentarian and such other officers as may be needed.
- C) Duties of the Officers:
1. CHAIRMAN
 - a. Shall be the chief executive officer responsible for the general supervision of the affairs of the Party and County Executive Committee.
 - b. Shall have a working knowledge of *Robert's Rules of Order Newly Revised*.
 - c. Shall be the official media spokesperson for the BCGOP on all occasions unless by these rules this duty may be assigned to another County Executive Committeeman.
 - d. Shall be an ex-officio member of all committees excluding the Nominating Committee.
 - e. Shall, subject to approval by a majority of the County Executive Committee, appoint a Parliamentarian.
 - f. Shall appoint standing or special committees and their chairmen.
 - g. May issue checks only in accordance with these Bylaws.
 - h. May not, in an official capacity endorse any candidate in any election contested by more than one Republican.
 2. FIRST VICE CHAIRMAN
 - a. Shall act in lieu of the Chairman in the absence thereof.
 - b. Shall in the event of the Chairman's vacancy, assume the duties and responsibilities of the Chairman until a Chairman is duly elected in accordance with these Bylaws.
 - c. Shall have a working knowledge of *Robert's Rules of Order Newly Revised*.
 - d. Shall with the Chairman's approval:
 - i. Coordinate speakers for monthly County Executive Committee meetings.
 - ii. Coordinate speakers for the monthly Republican breakfasts.



- iii. Coordinate educational events for the benefit of the BCGOP.
- iv. Coordinate any other program and/or program-related activities upon the request of the Chairman.

3. STATE EXECUTIVE COMMITTEEMAN

- a. Shall represent the Party at the State level, but shall not hold any other elected office within the Party such as the office of Chairman, First Vice Chairman, Secretary, or Treasurer.
- b. Shall present a report of his efforts at the State level to the County Executive Committee.

4. SECRETARY

- a. Shall maintain records containing the By-Laws, any special rules of order, standing rules, and properly recorded minutes and Committee reports.
- b. Shall provide as required any/all reports to SCGOP headquarters.
- c. Shall have access available for BCGOP records at every meeting.
- d. Shall prepare the agenda for the County Executive Committee meetings and County Convention.
- e. Shall publish minutes based upon the prepared agenda from the scheduled County Executive Committee meeting.

5. TREASURER

- a. Shall be the Chief Financial Officer of the BCGOP.
- b. Shall collect all monies due to the BCGOP.
- c. Shall maintain a record and account of properties and assets of the BCGOP.
- d. Shall be authorized to make payment of all just debts in accordance with these rules.
- e. Shall submit a written report to the County Executive Committee at each monthly meeting, listing all receipts, disbursements, balances and liabilities, and make such report available for the secretary's records.
- f. Shall serve as Chairman of the Finance Committee.
- g. Shall perform other duties at the request of the Chairman or County Executive Committee.



RULE V COUNTY EXECUTIVE COMMITTEE

- A) The precincts in the County shall be operated under the control of a County Executive Committee, the membership of which shall consist of one (1) committeeman from each precinct (elected by that precinct) and the elected officers of the Party.
- B) The purpose of the County Executive Committee shall be to advise, authorize, review, and/or endorse actions of the County Chairman in transacting the daily business of the Party and to support the election of Republican candidates.
- C) The officers and the County Executive Committeeman shall serve until the convening of the County Convention in each non-election year.
- D) Resignation of an officer must be submitted in writing to the County Chairman. Resignation by a County Executive Committeeman shall be to the President of his precinct and the County Chairman. Resignation by the State Executive Committeeman shall be to the County Chairman, County Secretary, State Chairman, and State Secretary.
- E) Vacancies: The County Chairman may remove any committee chairman (except the Finance Chairman/Treasurer) at any time and may also fill vacancies among any elected officers, with the concurrence of the County Executive Committee. He may, on his own decision, fill any vacancies among the committee chairmen.
- F) Should the office of the County Chairman become vacant, the County Executive Committee shall fill the vacancy by electing a Chairman for the unexpired term. The First Vice Chairman may succeed to the office of Chairman only on his election. Such succession by vote of the County Executive Committee shall be viewed as an election not an appointment.
- G) Meetings: Regular meetings of the County Executive Committee shall be on a date set by the County Chairman. Notice, at the discretion of the County Chairman, of all regular meetings of the County Executive Committee shall be communicated to all Executive Committee members via email, text, Facebook, hard copy, or some combination thereof.
 - When any member of the Executive Committee wishes to present a Resolution for consideration, said member must present the Resolution to the Chairman and Secretary not less than ten (10) days prior to the next regular meeting of the Executive Committee.



The notification period is necessary to make both Officers aware of the upcoming proposal and allow the Secretary adequate time to add the topic to the Agenda for distribution to all members of the Executive Committee.

- H) Additional meetings of the County Executive Committee may be called by the County Chairman at such time and place as he may designate, but no meeting shall be held without each member having been given at least twenty-four (24) hours notice thereof. Mailing written and/or email notices at least four (4) business days prior to the date of the scheduled meeting shall be sufficient compliance with this requirement. County Executive Committeemen are required to provide the office of the Chairman with their current mailing and email address. Five (5) Executive Committeemen may call a meeting. Meetings may be conducted by Teleconference.

 - I) The County Executive Committee shall establish a dues structure for Party members.
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RULE VI PRECINCT REORGANIZATION

A) Reorganization

1. The County Chairman will establish and announce the schedule for precinct reorganization no later than January 31 or two (2) months prior to the Convention, whichever is earlier. The meetings will be held according to all applicable state election law and SCGOP Rules. The Precinct packages will be distributed to the precinct official within five days of receipt from SCGOP. If there are precincts not represented, a temporary committee will be established to assist in the organization of that precinct.
2. The County Chairman shall also set a date no later two (2) weeks prior to the County Convention for precinct clubs to meet that have failed to organize or re-organize or clubs that need to conduct further business. The make-up meeting for all precincts shall be held in one central location in the county. Unorganized precincts may be organized at any time and shall be immediately recognized by the County Executive Committee without a make-up meeting. Provided reorganization rules are followed.
3. Officers to be elected at the precinct organizational meeting are: President, County Executive Committeeman, and Secretary. Other officers may be elected at the discretion of the precinct participants.
4. No Precinct Officers, Executive Committeemen, or County Convention Delegates shall be elected or appointed after the close of the make-up reorganization meeting.
5. A convention rules committee consisting of members of the Executive Committee will be appointed by the County Chairman. These rules will be discussed and voted upon by the Executive Committee. The rules must be established no later than one (1) week before the County Convention.
6. Delegates to County and State Conventions must be members of a Berkeley County Republican Precinct Club.

B) Duties

1. The Precinct President shall conduct the precinct meeting if the precinct is already organized. The Precinct President is encouraged



to attend County Executive Committee meetings, but will vote only if his Executive Committeeman is not present.

2. The Executive Committeeman shall represent his precinct at all meetings of the County Executive Committee and shall be the voting member of his precinct. Precinct Committeeman, Precinct Presidents, or person having a signed proxy from the Precinct Committeeman must sign in to be eligible to vote and to be recorded as having attended said meeting.
 3. The Secretary of the precinct shall be responsible for completing all required forms regarding the precinct organization and shall forward same to the Party Chairman within the time specified. He shall also keep minutes of the meeting(s) and an attendance record.
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RULE VII ATTENDANCE

- A) The County Executive Committee may declare vacant the office of any Officer or Executive Committeeman of the Party, who is absent from three (3) regular meetings or more than three (3) meetings in any twelve (12) month period when in the event such officer has not authorized his respective proxy to attend in his place. The officer so removed shall be notified by mail and given the opportunity to show cause before the County Executive Committee.

 - B) If an elected Officer or Executive Committeeman becomes disabled and cannot act or serve, or if he abandons his office by refusing to serve, he shall be notified by the Chairman, upon concurrence of a quorum of the County Executive Committee in attendance when the vote is taken, that his office will be declared vacant effective thirty (30) days from the date of the notice, unless that person gives earlier notice of his resignation or unless, within that time, he resumes the full duties of his office or provides a reason acceptable to the County Executive Committee as to why his office should not be declared vacant.

 - C) A vacancy shall occur immediately if any elected or appointed officer or Executive Committeeman moves his residence outside the geographical area his office encompasses. Such vacancy shall be filled in accordance with the provisions of these rules.
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RULE VIII PROXIES

- A) A proxy shall be a person with written authorization to act on behalf of any County Executive Committeeman. To be valid, the authorization must be in writing, dated, and signed by the author, giving the full name and address of the person designated as proxy and specifying the meeting for which the authorization is given. One executed copy of the authorization shall be given to the County Chairman or recording Secretary. An authorization shall also contain a signature endorsement thereon by the proxy that he consents to the appointment. A County Executive Committeeman may appoint a proxy only from his own precinct.

- B) If a Executive Committeeman does not attend a scheduled meeting, and does not appoint a proxy in writing, the Precinct President or Vice-President, when the Executive Committeemen is absent, shall be considered an automatic proxy at such meeting.

RULE IX QUORUM

- A) The quorum for all business of the County Executive Committee shall be not less than 33.3% percent of voting members of the County Executive Committee.

 - B) A quorum of all County conventions of the Party shall be simple majority of the delegates elected thereto.
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RULE X FINANCES

A) Events

1. No one is empowered to incur indebtedness or financial obligation on the part of the Berkeley County Republican Party unless:
 - a. Authorized to do so by both the Chairman and the County Executive Committee.
 - b. The amount falls within the limitations of the Berkeley County Finance Committee Rules.
 - c. The amount of the indebtedness or obligation is not greater than the available funds in the bank as reported by the Treasurer.
 - d. A detailed proposal justifying the indebtedness or financial obligation has been presented to and approved by both the Chairman and the County Executive Committee.
 - e. Any contracts, involving any amount, pertaining to the indebtedness or obligations, must be signed by the Chairman and approved by the County Executive Committee.
 - f. No front monies (advances) will be released until a detailed proposal has been presented to and approved by both the Chairman and the County Executive Committee.

B) Other Financial Matters

1. All checks issued by the County Treasurer shall be signed by the Treasurer and countersigned by the Chairman or the First Vice-Chairman. The names of the Chairman, the Treasurer, and the First Vice-Chairman shall be certified to the bank of deposit.
2. Upon written request, all financial records maintained by the Treasurer shall be available for inspection by any County Executive Committeeman within seven (7) days of receiving the request.
3. A Treasurer's report shall be given at every County Executive Committee meeting and filed with the Secretary. The information contained therein shall include, but not be limited to, expenditures and source of deposits.
4. An audit shall be conducted within two months following the close of the County Convention. A fiscal year is interpreted as January to December.



RULE XI STANDING COMMITTEES

Standing Committees that have perpetual existence in the Berkeley County Republican Party.

A) The Standing Committees of Berkeley County Executive Committee shall be:

1. Protocol Committee: This Committee's responsibility shall include precinct reorganization and County Convention to be organized at the County Chairman's discretion and shall handle any and all such other matters as referred to by the County Chairman.
2. Communication Committee: This Committee's responsibility shall include crafting communication and disseminating routine communication dedicated to the mission of electing Republicans to office, increasing membership, and promoting the Republican platform.
 - a. There shall be one official fan page on Facebook known as the Berkeley County Republican Party that shall serve as the official informational page of the County Party and shall be controlled by the Chairman of the Berkeley County Republican Party, and/or his designees, and by the Chairman of the Communication Committee of the Berkeley County Republican Party.
 - b. The Chairman is also authorized to have a webpage, domain www.berkeleycountygop.com, with information to include a list of Berkeley County Republican Elected officials; information about filing to run for office; organized precincts within the county, and officers of the County and State Parties; County and State Party Rules, a calendar of events; and an online form for joining and paying dues, or any other informational aspect that promotes the Party.
 - c. At the discretion of the County Chairman, additional communication may be conducted via email, text, hard copy, or some combination thereof.
3. Rules/Bylaws Committee: This Committee's responsibility shall include revisions necessitated by any rule adoption – both by-law and standing rule.
4. Finance Committee: This Committee's responsibility shall include the Party's financials and audit responsibilities, and shall be



governed by the Standing Rule on Finances. (For further information refer to the Finance Rules attached hereto.)

5. Special Events Committee: This Committee's responsibility shall include being responsible for any and all special events or programs of the County Party as referred to by the County Chairman or a vote of the County Executive Committee.
 6. Membership Committee: This Committee's responsibility shall be responsible for actively recruiting and expanding the members of the Berkeley County Republican Party.
 7. Diversity and Inclusion Committee: This Committee's responsibility shall include creating a strong culture that welcomes diversity and inspires inclusion to strengthen the Party by drawing, welcoming and embracing the contributions of all who desire to be members of the Berkeley County Republican Party. To that end, the Diversity and Inclusion (D&I) Committee shall lead the way for the Party from engaging in outreach, to contributing to regular meetings, and/or to conducting committee meetings so as to provide members with tools, knowledge, and the ability to help the Party promote the values and practices of a diverse and inclusive Party.
- B) Appointment of Committee Chairmen and Members:
1. All standing committees must be chaired by either a County Executive Committeeman or Precinct President and shall be appointed by the County Chairman, except for the Finance Committee, wherein the Treasurer shall serve as Chairman.
 2. Members of each committee shall be appointed by the Chairman.
 3. The County Chairman shall be an ex-officio member of all committees.
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RULE XII SPECIAL COMMITTEES

Special committees may be appointed by the County Chairman for designated purposes. The County Chairman shall appoint the Chairman of the Special Committee and shall appoint its committee members. When the Special Committee has completed the business assigned to it, the committee shall be dismissed.

All Special Committees must be chaired by either a County Executive Committeeman or Precinct President and shall be appointed by the County Chairman.

The County Chairman shall be an ex-officio member of all committees.

RULE XIII GENERAL RULES FOR ALL COMMITTEES

- A) The membership of each of the named committees shall be selected in the following manner:
1. The County Chairman shall appoint a Chairman for each committee except the Finance Committee as deemed necessary
 2. Each appointed Chairman shall, within fifteen (15) days of his appointment, recommend to the County Chairman persons to serve on his committee.
- B) The terms of office of all said committee members shall be for two (2) years, with the terms to expire when their successors are duly elected or selected.
1. Vacancies in committees during terms of office shall be filled by the same procedures specified in paragraph (A, 1) above.
 2. The failure of a committee member to attend two (2) consecutive meetings or any three (3) meetings during his term of service shall constitute resignation from such committee.



RULE XIV CONDUCT OF MEETINGS

Only duly elected County Executive Committeemen or their legal proxy, shall be allowed to address issues or vote on issues, with the exception of individuals recognized by the Chairman.

After all agenda items have been addressed, the floor may be opened to general discussion. At that time, any person may request the floor, comments not to exceed three (3) minutes.

All meetings will be subject to *Robert's Rules of Order Newly Revised*.

RULE XV RESIGNATIONS, VACANCIES

- A) Resignations and vacancies are handled as prescribed in SCGOP Rule 5(e).
- B) The County Secretary shall keep a current roll of members, removing names as a result of death, transfer, resignation, request, or other cause. New precinct club members may be added as indicated by state party rules. The roll should be accessible to all members.
- C) No person convicted of any crime involving dishonesty or moral turpitude shall hold office within the Berkeley County Republican Party. Any conviction will be construed as an immediate vacancy of that office.

RULE XVI PRIMARY SUPPORT OF CANDIDATES

The County Chairman and First Vice Chairman shall not support or show preference for any Republican candidate in a contested Republican primary on a local, state, or national level either through fund raising, placement of any signs, or endorsement.



**RULE XVII
CANDIDATE FINANCIAL SUPPORT POLICY**

- A) The Party may provide financial support to qualified candidates.
- B) Primary campaigns are not eligible for Party financial support.
- C) No uncontested campaign will receive funds.
- D) Funds are paid by check to official campaign accounts ONLY.

**RULE XVIII
REPUBLICAN BREAKFAST**

The Berkeley County Republican Breakfast is an official monthly meeting of the Berkeley County Republican Party. It is held the first Saturday of the month at 8:30 AM. The County Chairman, or his designee, presides at the Breakfast and sets its agenda. Generally, the Breakfast will host a political or governmental speaker, candidate, or political forum. The invitation to the speaker(s) will be given by the County Chairman or his designee. The purpose of this meeting is to grow the Republican Party and to have fellowship with current and potential Party members.



REPUBLICAN CREED

I do not choose to be a common man. It is my right to be uncommon.

If I can seek opportunity, not security, I want to take the calculated risk to dream and build, to fail and to succeed. I refuse to barter incentive for dole.

I prefer the challenges of life to guaranteed security, the thrill of fulfillment to the stale calm of utopia.

I will not trade freedom for beneficence, nor my dignity for a handout.

I will never cower before any master, save my God.

It is my heritage to stand erect, proud and unafraid. To think and act for myself, enjoy the benefit of my creations; to face the whole world boldly and say, "I am a free American."

Adopted June 21, 2010

Amended July 21, 2014

Revised October 19, 2015

Revised July 15, 2019

Revised November 18, 2019