

**Rules of the Venango County Republican  
Committee  
of the  
Commonwealth of Pennsylvania**

**Revised as of September 26, 2005  
And January 26, 2006**

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## ***Republican Committee of Venango County Pennsylvania***

### **Mission of the Venango County Republican Committee**

BE IT RESOLVED, that the Republican Party is the party of the open door. Ours is the party of liberty, the party of equality of opportunity for all and favoritism for none.

It is the intent and purpose of these rules to encourage and allow the broadest possible participation of all voters in Republican Party activities at all levels and to assure that the Republican Party is open and accessible to all Americans.

### **Purpose of the Venango County Republican Committee**

Our purpose is to constantly refresh, modernize methods, perform all activities vital to meet today's demands, thereby enabling us to accomplish our forefather, Abraham Lincoln's directive: *to seek quality and qualified Republican candidates, tell the Republican voters who they are, get out the vote to win them, then after the Primary election get out the vote to win our Republican voters nominees.* To that end the Venango County Republican Committee shall be responsible for accomplishing these goals by generally supervising, regulating and directing the Republican Party of Venango County, Pennsylvania.

## **ORGANIZATION OF THE PARTY**

***Rule 1.1: The Republican Party of the Commonwealth of Pennsylvania shall consist of the following bodies:***

- a) Republican Elected, Appointed and Alternate Committeepersons
- b) Executive Committees of the Venango County Republican Committee
- c) Republican Finance Committee:
- d) Republican County Committees and such subordinate committees, or of the Republican County Committees as the rules of the County Committee shall provide;
- e) Such Committees as may from time to time be recognized by the County Chair;
- f) The six (6) Regional Republican Cauci, or regions as determined by candidate districts, or the Chair, may alter and arrange within the county and
- g) All registered Republicans in the County of Venango in the state of Pennsylvania

***Rule 2.1: Purpose***

***Rule 2.2 Qualifications for Committee Membership***

Any registered Republican voter in Venango County, Pennsylvania may serve as a member of the County Committee and as State Committee members.

***Rule 2.3: Membership***

- a) The Republican County Chairperson, Vice Chairperson, Officers and each County State Committee person shall serve as members of the Venango County Republican Committee.
- b) The Republican County Chairperson and each County State Committee person shall serve as members of the State Committee.
- c) The County Committee persons shall be elected, in the precinct in which they are a Registered Republican in quadrennial, even numbered, Presidential election years, by the Registered Republican voters of the county.
- d) The members of the State Committee from Venango County shall be elected at large at the Spring Primary Election in even numbered

- Presidential election years, by the registered Republican voters in the county.
- e) The Republican registration in the Fall election of the immediately preceding even numbered years shall be used to determine the number of State Committee members to which Venango County is entitled.

***Rule 2.4: Term of Office***

The elected members of the Venango County Committee shall serve for four year terms which will commence at the time of their election at the spring Primary in the Presidential election year, and shall run until the Spring Primary in the next even numbered, Presidential election year.

The elected members of the Venango County Republican State Committee members shall serve 2 year terms which will commence at the time of their election at the spring Primary and shall run until the Spring Primary in the next even numbered, Presidential election year.

***Rule 2.5: Organizational Meeting***

The members of the County Committee shall meet at such hour and place as shall be designated by the County Chairperson. The Organizational Meeting shall be held no later than the fifth Saturday immediately following the Spring Primary election day, in alternate odd numbered years following the Presidential election year, and such meetings shall be referred to in these rules as the “Organizational Meeting” held for the sole purpose of electing a Chair and Vice Chair of the Venango County Republican Committee. There shall be no campaign related activities, including but not exclusive to, campaign speeches, presentations, platforms, placards, campaign materials presented in “the voting booth” of the Organizational Meeting in which there shall be no nominations from the floor. Within three days immediately following the Primary Election date, of the year following the Presidential election year, the Chair shall appoint a Credentials Committee consisting of three members who shall resolve any challenges to members of the County Committee seeking to participate and vote at the Organizational Meeting. Participation shall include Elected, Appointed and State Committeepersons, or their proxy, and in their absence, the Alternate Committee persons in order of their appointment in a given precinct shall vote, disregarding gender. The Chair shall appoint a Nominating Committee, of no less than five (5) Committeepersons and also no less than two (2) Registered Republicans financial donators to the VCRC. This Nominating Committee shall present, in the Organizational Meeting, the Chair and Vice Chair candidates names, personal and occupational history, Republican party

history of visible, dependable participation, record of keeping promises and record of the results when taking on projects or promises of work for the County Committee, to all members of the County Committee who shall, or may, be involved in the Organizational Meeting vote according to the rules herein. All candidates for Chair or Vice Chair shall present their names to the Nominating Committee prior to the County Chair and Nominating Committees sending notice of the Officer Candidate Caucus meeting by certified or registered postal mailing, with postal date no later than eight (8) days before the date of said meeting that must be held no later than the 3<sup>rd</sup> Sunday following the date and day of the Primary election in the year following the Presidential election.

Platforms by candidates, questions and answer sessions shall be presented in this caucus meeting. After this meeting, no person, who has not participated in this Caucus meeting, shall be accepted as a candidate for Chair or Vice Chair of the Venango County Republican Committee.

#### ***Rule 2.6: Additional Meetings***

- a) The Venango County Committee shall meet subsequent to the Organizational Meeting at such times as it shall direct in accordance with these rules and at the call of the County Chairman. The County Chair shall call no less than six (6) Venango County Committee meetings annually. The minutes of all meetings shall be read and approved at the next regular County Committee meeting called by the Chair. The minutes of all party related meetings, Organizational, Special or other party related meetings, shall be read in the next regular County Committee meeting following. Executive Committee meeting reports shall be read at the next following regular County Committee meeting. Only Disciplinary Committee meetings shall not have minutes of their meeting read in County Committee meetings although a report of their findings shall be given at the next regular Committee Meeting.
- b) The County Chair shall call a special meeting of the County Committee at the written request of 22 members of County Committee which request and call shall state the business of such meeting. Signatures of each Committee member, each with a witness signature, calling the meeting shall be in the request, with US Post Office date stamped, as proof of the date of such request. Postal letters of the Request for such special meeting shall be mailed to each officer of the VCRC, complying with the rules herein. No business other than that specified in such request and

call shall be transacted or considered at such meeting. The minutes to said meeting shall be read at the next regular Committee meeting.

- c) In case of the neglect or refusal of the County Chair to call a special meeting of the County Committee within ten (10) days after being requested to do so in the manner provided in subparagraph (b) of this rule the 22 members of the County Committee requesting the meeting may issue the call for a special meeting and shall give notice thereof in the manner specified, along with proof of the date of the previous request having mailed.

- d) A Candidate Caucus meeting shall be called by the County Chair prior to the date that candidates shall be permitted, according to state election law, to withdraw their name from a ballot.

All county wide candidates, or those in Cauci Districts Applicable, shall be mailed all questionnaires, including a letter of invitation and clarification as to the full purpose, intent of the Candidate Caucus Meetings that shall result in endorsement of Republican candidates, to be published to the Republican voters thereafter.

The Venango County Committee, “ Standardized Criteria and Questionnaire for all Republican Candidates” its Rules voted to As practice and policy on March 28, 2005 shall be attached to all Copies of these by-laws as part of the by-laws herein.

### ***Rule 2.7: Notice of Meetings***

Written notice of Special, Cauci (excepting as identified in Rule 2:5) and Organizational Meetings of the Venango County Republican Committee shall be given by the Secretary by depositing written notice of the meeting in the mail, properly addressed, and postage paid, at least 8 days prior to the date of the meeting. All other meetings may be postal, fax, email notice or other electronic means, no less then 3 days prior to the date of the meeting. Copy of emails, proof of fax, or other electronic means utilized shall be retained as a record of notice by the party secretary for a period of one year. Notice of regular and varying sub-committee meetings may be given by phone. Notice of Special or Organizational Meetings must be by postal mail, email or by fax with proof of each having been sent filed by the Secretary for a period of one year. Notice of Special Meetings shall include the meetings agenda.

### ***Rule 2.8: Business at the Organizational Meeting***

At the Organizational Meeting the County Committee shall:

- a) Elect a County Chairperson and Vice Chairperson.



- b) Transact such other business as shall properly be brought before the meeting in accordance with these rules.

***Rule 2.9: Procedure at State Committee Meetings***

The order of business at meetings of the County Committee shall be as follows:

- a) Call to order
- b) Roll Call of Members
- c) Reading, Correcting and Approving minutes of the previous meeting
- d) Treasurer Report followed by Finance Committee Report or other Financial Matters if pertinent.
- e) Executive Committee Report
- f) Report from State Committee
- g) Other Committee Reports
- h) Campaign Reports/Candidates when requested or pertinent
- i) Reports of Auxiliaries
- j) Old Business
- k) New Business
- l) Remarks by Elected Officials and other Guests
- m) General Discussion
- n) Adjournment

***Rule 2.10: Quorum for County Committee Meetings***

A majority, 51%, of the members of the County Committee present, in person or by their proxies, shall constitute a quorum for the transaction of business at all County Committee meetings, regular, special, organizational or any other. Once a quorum has been declared present for any meeting, business may continue to be transacted even though the stated majority of the members, or their proxies, are not present provided that at least one-half of the members who had been part of the established quorum for such meeting, or their proxies are present.

A quorum and voting members include: County Committee Officers; State Committee members; Elected, Appointed and Alternate Committee persons; any registered Republican of Venango County who are in attendance by carrying proxy votes, excepting any persons subject to Rule 11:1; the appointed representatives of Republican Auxiliary or Sub-Committee organizations within the county that are or may be developed. The latter include, Republican Teenage, College, Young, Woman Councils, Clubs or any Republican organization created in cooperation with the Mission and Purpose of the Venango County Republican Committee and working in its behalf. A member of any such Republican related organization shall be appointed by the County Chair and by one member of said organization, chosen by the County Chair, who has been an active participant in the County Committee.

The County Chair and the organizations member chosen, shall appoint a person within that organization to represent it, as a voting member in regular County Committee meetings. Criteria by the County Chair and member chosen to make the appointment, will include: a person most likely to become an active participant in the meetings, events and activities of the County Committee. If they do not actively participate as stated, they shall be replaced by the County Chair and the organizations member who originally helped choose.

Members of the Venango County Republican Committee who have not actively participated in provably performing the basic responsibilities of a committee person role, and/or visibly participated in a less than one-fourth of the past 12 meetings, events, activities, or fundraising of the Venango County Republican Committee shall not vote at Organizational or Special Meetings, nor in regular meetings on Policies or By-Laws of the County Committee.

Alternate Committee persons in attendance at any meetings shall have the vote in accordance with the order in which they were appointed if appointed within the same precinct. The first appointed Alternate shall have voting rights over the Alternate appointed secondly, in a given precinct. If two Alternates are present, and the Elected or Appointed Members are not, the Alternates can vote representative of the position, not the gender of the absent members.

***Rule 2.11: Method of Voting at County Committee Meetings***

All votes at any County Committee meetings, whether Regular, Special or otherwise called, shall be by voice, or raising of hands, unless a roll call is demanded by not less than thirteen (13) members present or by a majority vote of those present. When a roll call is demanded, the names of the members of County Committee shall be called in alphabetical order by the Committee member names or by alphabetical vote by precinct. Paper ballots may be used only in Caucus or County Committee meetings when endorsing candidates for the Primary election, upon request as per the stated rule. All votes in County Committee Organizational Meetings shall be by paper ballot.

All electronic means of communication shall be approved methods of notices, events, meetings of the County Committee and all its related sub-committees for efficient business operations. Accepted methods include: email, fax, voice mail, text messaging, three-way calling, conference calling, web conference and any further technological methods creating efficiency.

Voting records on decisions by participants utilizing these methods shall be maintained for permanent record by the Secretary or Chair of the appropriate committee.

Acceptable methods to retain paper files for each: email votes on a stated subject shall be replied to with the original email displaying the query or a reiteration of the subject and vote; fax queries shall be answered by fax, email or other means providing a written record; participants in three-way, conferencing

calling shall include one acting as secretary to maintain a written record (electronic means acceptable) with each witnessing the others votes or decisions providing the acting secretary emails, faxes, mails to each who reply with their vote to create a paper file, or at a later meeting obtains signatures for verification; those involved in web conferencing shall maintain a record of approvals by one acting as secretary, to provide written (via any electronic means) record, with at least 3 others agreeing to be identified as witnesses to the votes and agreements made. Voice mail or text messaging shall require further written approval of proof of decision, by any of the above means.

Proxy vote approvals may be emailed, faxed with the headings proving the proxy was sent from the machines of the person giving a proxy. It shall include the name of sender, their position and precinct, and include the name, address, phone number and/or email address of the person to whom they are giving their proxy. The proxy need not state the date of a particular meeting other than for Organizational Meeting or Special Meetings.

All Committee members who cannot be included via electronic methods shall be phoned by a Secretary or Chair of the Committee involved, who shall accept their telephone responses. In a report presented to the appropriate Committee meeting those who were queried by phone must be identified. At a later regular meeting they may sign their vote, for inclusion with the paper records by the Secretary or Chair of the appropriate committee. If they do not attend the appropriate meeting following such phone queries the record shall show them as absent, but phone answer will be recorded with the paper files obtained by electronic methods.

All paper records from electronic communication shall be filed by the Secretary and the Chair for inclusion in minutes via reports of such by the Chair, Sub-Committee Chairs or others involved.

***Rule 2.12: Presiding Officer at County Committee Meetings***

The County Chairperson shall preside at all meetings of the County Committee. In the Chair's absence, the Vice Chairperson shall preside and in the absence of the Vice Chairman, the Assistant Vice Chairs in chosen by order of their appointment may preside. In the absence of any Vice Chair the members of the County Committee shall elect one of their members to preside at said meeting.

***Rule 2.13: Proxies***

All persons entitled to vote at meetings of the County Committee shall have the right to substitute, by proxy, any registered Republican voters from Venango county. Such proxies shall be in writing, signed by the person appointing the proxy, and witnessed. No person may act as proxy for more than two (2) other

persons and all proxies shall conform to this rule. Proxies must be reported to the Chair and Secretary prior to a meeting or during roll call. If not approved by the Secretary or Chair prior to the meeting or not called during Roll Call a proxy cannot be voted thereafter in said meeting.

No person who had been removed from a Venango County Republican Committee persons or other position by the Grievance Committee, their seat considered vacant, that either will, or has been filled by another registered Republican, shall carry proxy votes to any meetings, and also, if attending as a guest, shall not be given the floor by the Chair. Any such proxy vote shall be void.

***Rule 2.14: Vacancies on the County Committee and/or State Committee***

In the event a vacancy shall occur with respect to the seat of any member of the County Committee or State Committee, the Venango County Chairperson shall fill the vacant seat.

Criteria for appointment to County Committee: proven interest by visible, active participation in Committee events, activities, meetings, and have been a registered Republican no less than two years.

Criteria appointment as a State Committee member: registered Republican no less than five years, visibly, actively participated, for more than 5 years, within and for, the County Committee, in its events, activities, having created a proven record of completing promised activity.

The Chair may review potential appointees with members of the Executive Committee.

The Chair shall certify to the Secretary of the Commonwealth and Chairperson of the State Republican Committee the name, address, phone, email address of the persons so selected. Alternate Committee persons do not need reported to the Secretary of the Commonwealth although they shall be reported to the State Republican Committee Chair.

***Rule 2.15: County Committee Headquarters***

The County Committee shall make every effort to maintain a permanent headquarters for the conduct of its affairs, convenience, visibility and accessibility of its members. The maintenance of the same shall be paid for out of the Treasury of County Committee.

***Rule 2.16: Parliamentary Authority***

Any recognized Parliamentary Authority may be referred to in case of dispute on questions not otherwise covered by these rules. Without certified

Parliamentarians no call by a member regarding such shall be adhered to as a requirement within a meeting where such is essential to determine an accurate ruling or opinion. No member may claim a parliamentary rule out of context of the whole, therefore, an inconclusive, to control, stop, delay, or otherwise disrupt an action before the Committee, or a to accomplish such in a meeting. Motions attempting such shall be denied by the Chair. In the advent of a continued disruption the County Chair, or any member, shall refer the Sergeant at Arms to remove the person from the meeting.

## **OFFICERS**

### ***Rule 3.1: Officers***

The Officers of the Venango County Republican Committee shall be the County Chair, Vice Chair, Treasurer and Secretary. Assistant Vice Chairs, Secretaries or Treasurers may be appointed by the Chair as is needed to perform the work of the Committee. The Chairman and Vice Chairman shall be the opposite sex.

### ***Rule 3.2: Eligibility of Office***

Any registered Republican voter in Venango County, Pennsylvania shall be eligible to serve as an officer of the County Committee.

### ***Rule 3.3: Election***

The Chairperson and Vice Chairperson of the County Committee shall be elected by the County Committee at the Organizational Meeting in the year following the Presidential election year.. All other Officers are appointed by the County Chair. In the advent a Deputy Chair and/or Assistant Treasurer are appointed the Chair shall seek the advice of the Executive Committee concerning individuals considered for appointment.

### ***Rule 3.4: Term of Office***

The Officers of the County Committee shall serve for four years commencing on the day of their election or appointment and continuing until their successors have been duly elected and qualified. Appointed Officers, Committee members, Sub-Committee or other Committee Chairs shall serve at the will of the County Chair who may vacate appointments for lack of expected performance, participation or for non-compliance to the rules of this organization applicable to all Officers, Elected, Appointed or Alternate Committee, as was anticipated upon their acceptance of the appointment.

***Rule 3.5: Compensation***

There shall be no compensation paid to the Officers or members of the County Committee other than for work above and beyond the norm expected of a volunteer, and that such compensation has been given prior approval, in writing, recorded in the minutes, by the Finance and Executive Committee and reported, with purpose stated, at the next regular County Committee meeting.

The County Chair shall be the only Officer or member who shall be reimbursed for expenses incurred in performing the duties of the office. Any Chair may choose not to be reimbursed according to these rules.

Reimbursement shall be paid for an itemized original invoice or receipt only when the dollar amount exceeds One Hundred dollars (\$100). Individual receipts and invoices of lesser amount, shall not be accumulated to exceed the \$100 minimum for reimbursement, excepting the accumulation of invoices and receipts, for personal expenses incurred, for the same event, that may extend over several days that the County Chair is expected to attend, such as State Committee meetings. No expenses incurred on behalf of other persons that are included in an invoice or receipt can be reimbursed, nor can they be attributed toward the \$100 minimum.

No amount over \$500 can be reimbursed to the Chair for his/her expenses incurred in performing the duties of Chair, without first obtaining signed approval, by a member of the Finance Committee and two members of the Executive Committee, and given to the Treasurer prior to the expenditure being made, and maintained on file. Expenditure, shall be itemized in the Treasurer's report, with purpose stated, at the next regular County Committee meeting.

The Chair cannot expend, for his expenses incurred in performing the duties of office, in excess of \$1000 without the prior approval of the Finance and Executive Committee, with the written approval dated and given to the Treasurer prior to the expenditure being made. Such shall be included in the Minutes of the Executive Committee and to be itemized with purpose stated in the Treasurer's report, distributed to Committee members at the next regular Committee meeting.

The Chair shall not expend for any one event as much as \$1000 more than one time annually.

If the Chair breaks these rules the Chair can no longer direct his personal reimbursement for his expenditures. Thereafter the Treasurer cannot reimburse the Chair for personal expenditures incurred in the performance of his duties without written, signed, approval by the Finance and Executive Committee members, dated prior to the reimbursement whether in minutes of meetings, or filed fax, emails from each expressing their vote on the reimbursement.

All of the Chairs reimbursements for personal expenses and their purpose must be identified as such and itemized in the Treasurers report at the next regular County Committee meeting.

***Rule 3.6: Vacancies***

- a) In the event of a vacancy occurring in the office of County Chair the Vice Chair shall become Acting County Chair and shall, within ten (10 ) days of said vacancy, give notice of a meeting of County Committee in accordance with Rule 2.7, which meeting shall be scheduled no later than thirty-five (30) days following the vacancy. Notwithstanding the foregoing, if the vacancy shall occur within ninety (90) days prior to the Organizational Meeting, no special Meeting shall be called and the Vice Chair, or in succession, the Ass't Vice Chair, shall continue as Acting County Chair until the election of a new County Chair. If the Vice Chair cannot or does not perform such duties the appointed Assistant Vice Chairs shall perform said duties.
- b) In the event of a vacancy in office of County Committee the County Chair shall fill it, if Secretary or Treasurer, within 30 days. The Chair shall fill Sub-committee chairs as immediate to the date of its vacancy as possible and in no more then 30 days. Vacant Committee seats shall be filled as the Chair can find qualified Republicans willing to actively participate and fulfill the obligations and commitments inherent in the position. It is the responsibility of County Committee persons seek, qualify obtaining the individuals agreement, for these vacancies, particularly in empty precincts bordering their own, and providing such names and interest to the County Chair.
- c) In the event vacancies should occur in the offices of both County Chair and Vice Chair, and no meeting shall have been called to elect a new County Chair, any five members of County Committee may issue a call for a special meeting of County Committee as any time or place for the purpose of electing a new State Chairman and Vice Chairman, provided that at least fourteen (14) days written notice of this special meeting shall be given to all members of County Committee in the manner provided for in Rule 2.7. In the absence of sufficient numbers of Vice Chairs to complete the term, one or both of the Venango County State Committee persons elected or appointed under this rule shall serve for the unexpired term of the officers whose vacancies are being filled.

***Rule 3.7: Duties of County Chairperson***

- a) The County Chair shall be the Chief Executive Officer of the Republican Party in the County of Venango, Pennsylvania and as such shall be the County Party Spokesperson, present the vision, goals, campaign plans, fundraising needs and activities, events, to maximize the potential of each, enabling the Committee to accomplish the ultimate mission and purpose of the County Committee. The Chair is responsible

- for incorporating those elements necessary for maximizing the success of each, put into operation these rules and resolutions, policies approved by majority votes of the County Committee, Finance and Executive Committee of the Republican Party.
- b) The County Chair shall, (1) appoint an Executive Committee pursuant to Rule 4.1: (2) appoint a Finance Committee: (3) appoint any Assistant Chairpersons, (4) appoint Assistant Officers of the County Committee as is needed; (5) appoint to fill vacancy of Secretary, Treasurer and of Committees, sub-committees or Auxiliaries of the party (5) appoint such other committees as are provided for by these rules, and as are needed to perform the work needed to accomplish the Mission and Purpose of the Committee.
- If the County Committee exceeds \$25,000 in its Treasury the Chair may require Fidelity Bonding of the Treasurer. If the Chair does not, upon request to do so by the Executive Committee a Fidelity Bond shall be required for the Treasurer.
- c) In case of any vacancies occurring in any committee where the County Chairman has the power of appointment, he/she shall fill the same by appointment within thirty (30) days of the vacancy.
- d) The County Chair shall appoint such committees as may be deemed necessary and appropriate for the conduct of the affairs of the Republican Party and shall recognize no less than 5 Regional and City/Town Republican Caucuses. Caucuses may be defined by Candidates voter Districts as needed for given elections.
- e) The County Chair shall be entitled to vote on all matters coming before, but not exclusive to the following: Sub-Committees, Auxiliaries, Individual Committees of the Venango County Republican Committee, District Caucuses and / or County Committee.

***Rule 3.8: Duties of the Vice Chairman***

The Vice Chairman shall assist the County Chair as the County Chair shall designate, and carry out the duties of the office of County Chair in the event of a vacancy in that office in accordance with Rule 3.6 until the office of County Chair has been filled. The Vice Chair shall be entitled to a vote on all matters coming before County Committee.

***Rule 3.9: Qualifications and Duties of Deputy Chairman***

A Deputy Chairman, who shall be a registered Republican from a recognized minority group, may be appointed by the County Chair in accordance with Rule The Deputy Chairman shall represent the interests of



minority groups in the affairs of County Committee and promote interest and support among minorities in the Republican Party.

***Rule 3.10: Duties of Treasurer***

The Treasurer of State Committee shall be custodian of all funds belonging to County Committee and shall pay the same out only under the direction of the County Chair, in accordance with the provisions of Rule 5. He shall keep an account of all funds received and paid out with the date of such receipts and payments, from whom received, to whom paid, and for what purpose, which account shall be at all times be accessible to the County Chair. Copies of Treasurer reports presented in County Committee meetings shall be distributed to those attending said meeting. In addition, photocopies or computer print-outs of the Treasurer itemized reports, as presented in County Committee meetings, will be made available upon request, to any member of the Republican County Committee. The Treasurer shall establish a system for controlling the expenditures of the funds of County Committee so as to insure that all expenditures are provided for in the budget. At no time shall the Treasurer make determinations as to what the County Committee can or cannot pay, or afford to pay. The Treasurer shall file with the appropriate authorities all statements and reports required by both State and Federal law. The Treasurer shall maintain with the accounts, the Chairs written pre-approval and approval of expenditures, all itemized invoices and receipts; copies of signed Treasurer's reports as presented at each meeting along with the signed Minutes of each meeting. Signatures on the Treasurers Reports and Minutes of Meetings shall be the Chair, Secretary and Treasurer or their Vice or Assistants. At the end of his term of office he shall turn over at the Organizational Meeting in which his term ends, to the County Chair and his successor all funds, books and other papers of County Committee in his possession.

***Rule 3.11: Duties of the Assistant Treasurer***

An Assistant Treasurer shall be appointed by the County Chair as the Chair and Treasurer may be determined is needed. The Assistant Treasurer shall assist the Treasurer. Upon appointing an Assistant Treasurer, all checks must be signed by the Chair and one Treasurer. At the end of his/her term all records are to be turned over to the Chair and his/her Assistant Treasurer Successor at the Organizational Meeting. All records in the possession of the Assistant Treasurer shall be turned over to the County Chair at the Organizational meeting.

***Rule 3.12: Duties of Secretary***

The Secretary shall be appointed by the County Chair and shall prepare full minutes to all meetings, Regular, Special and any other Committee or Party related meetings as requested, providing them at the next County Committee meeting; distribute copies of minutes at all meetings for those who had not received them prior to meetings via electronic means; shall perform other duties of a secretary as required by the Chair for the party purposes and its events; and shall assist the Treasurer. The Secretary shall sign and obtain the signature of the Chair and Treasurer on 3 copies of Minutes, provide one to the Treasurer and one to the Chair at each meeting. The Secretary shall maintain roll call within the minutes of each meeting, attach a record of each Treasurer report as presented in meetings to be filed for permanent records. All records, signed minutes, signed Treasurer reports and all records, documents, data, mailing lists on cd, for the County Committee shall be turned over to the Chair and his/her Secretary successor at the Organizational Meeting.

Minutes to all Meetings, Special Meetings, Sub-Committees shall be read by the Secretary at the next regular County Committee meeting held immediately thereafter.

### ***Rule 3.13: Duties of Assistant Secretary***

The Assistant Secretary of the County Committee shall be under the direct supervision of the Chair and Vice Chair, and at all times be subject to the orders of the Chair and Vice Chairman. The Assistant Secretaries may work in cooperation with the Secretary as needed to perform the duties of the office for the County Committee and its responsibilities associated with the success of its activities. All records of the party shall be turned over to the County Chair at the Organizational meeting.

Records not turned over to the County Chair within three (3) days of the Organizational meeting shall be sought by filing the necessary legal actions to retrieve them. Seven (7) days after the Organizational Meeting if the Chair has not filed legal action to obtain the County Committee Documents, papers and records, any member of the County Committee shall file such legal action against any previous Officer of the Party who has not complied with Rule 3:10 to 3:14.

### **Additional 3:13**

**A Certified audit by a Certified Public Accountant shall be done no less than often then bi-annually. January 1 of each bi-annual odd numbered years The County Chair or Treasurer shall supply all records requested**

by the Certified Public Account, turned over for a full audit. Balancing audits shall not be acceptable. The Audit report shall include any changes in record keeping required to meet current legal and professional standards. At the time of any change in the Chair and/or Treasurer of the County Committee the same quality audit must be done from the date of the last completed Certified Audit of the County Committee financial accounts. If the Chair or the Treasurer do not comply with this requirement any member of the County Committee shall have the authority to demand compliance with this rule.

***Rule 3.14: Duties of County Committee men and women***

The Committee person shall practice personal integrity and by actions represent total commitment to the Republican party, its principles, candidates, nominees and its County Committee. The Committee person represents all Republicans in their precinct, is their liaison to the County Chair, County Committee and is the public's image of the Republican Committee. Further duties include: provide poll watchers; poll campaign workers; phone and/or email precinct Republicans to Get Out the Vote; seek qualified Republican candidates for elective positions within the precinct and community, assuring every ballot position has a qualified Republican; provide campaign information, literature and signs; seek quality Republicans to fill vacant committee seats, obtain their agreement to be a Committeeperson, then provide the County Chair with their name for consideration. As a member of the County Committee the Committee persons are responsible for providing help and additional volunteers to assure the County Committee can accomplish its intended mission, purpose, responsibility to Republicans, party candidates, nominees and Republican voters; **Committee persons shall discuss problematic issues within the confines of a meeting with a core number of the County Executive Committee or Disciplinary Committee, not by spreading negative images throughout the committee or to the public; welcome others to become participants;** participate in Endorsement caucuses, support their candidates and Republican nominees. Each committeeperson shall be responsible for total commitment to the Republican party and its County Committee.

## **EXECUTIVE COMMITTEE**

***Rule 4.1: Composition of the Executive Committee***

The Executive Committee shall consist of the following persons: The Chair, Vice Chair, Deputy Chair if appointed, Finance Chair, State Committeeman and State Committeewoman, Secretary, Treasurer, the Chairs, of no less than five (5)

Cauci Districts that shall include Oil City and Franklin, and others as the Chair determines may be needed for their expertise or who are representative of Republican Financial Contributors, or are needed to establish a balanced representation of the Republicans in our county. At times the Chair may call meetings of a limited number of the Executive Committee to provide a means of expedient decision making to be relayed to the whole of the committee thereafter. At no time shall the membership of the Executive Committee exceed twenty six (26) members.

Cauci Districts shall mean at a division of the county precincts into districts a District Leader can reasonably work with its Committee persons. Two Cauci Districts shall be Oil City and Franklin. Depending upon varying elections of particular candidates Cauci Districts shall be determined by the voting district for a particular elective office or candidate district within our County.

***Rule 4.2: Duties***

The Executive Committee shall act at all times in an advisory capacity to the County Chair and/or the County Committee. Decisions made by the Executive Committee shall be reported in the next following County Committee meeting.

***Rule 4.3: Meetings***

The Executive Committee shall meet at least four (4) times a year and at such other times upon the call of the County Chair. Any member of the Executive Committee shall be able to call a meeting at any time.

***Rule 4.4: Reports***

All actions of the Executive Committee shall be reported to the County Committee at its next meeting. The County Committee shall, by majority vote of those present or represented by proxy, accept or reject this report or any portions thereof. A report will be given at the next Executive Committee meeting, although the Executive Committee may proceed with activity determined to be important to party image, development, actions or expenditure necessary to win endorsed candidates or Republican nominees.

**FINANCE COMMITTEE**

***Rule 5.1: Composition of the Finance Committee***

The Finance Committee shall be composed of not less than three (3) and no more than seven (7) members appointed by, and including, the County Chair.

***Rule 5.2: Duties of the Finance Committee***

Upon acquiring the expenses of a permanent County Committee Headquarters and/or reaching an annual budget of more than Fifteen thousand annually, the County Chair shall prepare an annual budget by January 30 of each year and shall submit this annual budget to the Republican County Finance committee, prior to February 7, which shall approve or modify said budget. Said budget, as approved or modified by the Finance Committee, shall then be presented to the membership of the County Committee for its approval at the first County Committee Meeting after to February 28. The Chair and Finance Committee shall make determinations as to the Republican candidates and campaigns that are most competitive needing concentrated help. At no time shall the Committee provide funds in a primary election to candidates other than those endorsed by a Cauci District or the County Committee.

It shall be the responsibility of the Chair and Finance Committee to raise the necessary funds to meet the budget and financial growth for the County Committee. It is the responsibility of the Chair, with the help and support of the Finance Committee to maximize fundraising standards, assuring success of all events, that each meet the 7 criteria of successful political party events: Expanded Public Relations, New Faces, Public Exposure, Positive Image, Growth, Fundraising and Exposure.

***Rule 5.3: Prohibition against borrowing funds or incurring debts***

No officer, nor member, of the Republican County Committee or the Finance committee shall incur debt on behalf of the County Committee without the prior approval of the membership of the County Committee and the Finance committee that shall be included in minutes of County Committee meetings. If incurring a debt is approved, the Chair and Committees must transmit in writing to the membership of the County Committee and the Finance Committee the purpose for which the debt was incurred, and reasonable assurance that income will be received within six (6) months from date of obligation to repay the debt. It shall be the responsibility of the Finance Committee to raise the necessary funds to repay the debt. Debt as defined in this Rule 5:3 shall not include cash flow unbalances of 90 days or less.

If any Officer or member create debt not in keeping with Rule 5:3 the individual or individuals shall accept financial and legal liability for such debt.

**COUNTY COMMITTEES**

***Rule 6.1: Local Rules***

The Venango County Republican Committee shall make rules, not inconsistent with the rules of the Pennsylvania State Committee, to govern the operation of the Republican Party within this county. The Rules may add to, be more than, but not less than, nor can they oppose the rules of the Pennsylvania State Committee. The County Committee shall file copies of their rules with the Secretary of the State Committee and shall supply the names and address of members of their County Committee, maintaining updated records to them.

## CAUCUSES

### *Rule 9.1: Regional Republican Caucuses*

Each member of State Committee shall be a member of a regional Republican Caucus based on the county from which the member was elected. The members from any particular county shall belong to only one regional caucus. The County Committee must pay their annual dues to the Caucus of its Region.

## VACANCIES

### *Rule 10.1: Vacancies on Ticket for County-wide and Cauci District Offices*

In the event of a vacancy occurring on the Republican ticket after the spring Primary for any office to be voted for by the electors of the County, the vacancy shall be filled by the County Committee which shall have full authority to make and certify said nomination according to rules of State Election Law, provided that in the event a vacancy occurring less than three weeks before the last day to file a substitute nomination, the Chair and Executive Committee shall have full authority to make and certify nomination. Any vacancy in a Cauci District will be filled by a call of a meeting by the County Chair of District to fill the vacancy.

District Leaders and Committee persons are responsible to inform the Chair of vacancies occurring on their precinct ballots. The Committee persons within and near said precinct, their District Leaders are responsible to supply the Chair with a nominee prior to the deadline to be put on the ballot.

### *Rule 10.4: Vacancies on Ticket for Offices to be Elected by no More Than One County*

**In the event of a vacancy occurring on the Republican ticket in any congressional, senatorial, legislative or judicial**

**district, in Venango County, or in any municipality or subdivisions thereof, the members of the County Committee representing the district or the portion thereof in which said vacancy occurs shall fill said vacancy. (\*The Chair, a Vice Chair and one other member of the County Committee shall, when appropriate, present said nominee or nominees to the proper legal authority, or to the Republican State Committee Chair, as per Pennsylvania State Election Laws and/or the Pennsylvania Republican State Committee Rules.)**

***Rule 10.5: Vacancies on Ticket for State-wide Offices***

If a vacancy for any cause shall occur in an elective public office which is voted for by the electors of the state at large, and the Pennsylvania election Code provides that nominations by political parties are to be made in accordance with party rules, nomination to fill said vacancy shall be made in the same manner as provided for by rule 10.1 (\* of the Pennsylvania Republican State Committee Rules) to fill vacancies on the Republican ticket.

***Rule 10.7: Vacancies for office to be Elected by No More Than One County But Less Than State-Wide***

If a vacancy for any cause shall occur in an elective public office in any congressional, senatorial, legislative or judicial district composed of no more than one county, and the Pennsylvania Election Code provides that nominations by political parties are to be made in accordance with party rules, nomination to fill said vacancy shall be made in the same manner as provided in Rule 10.4 to fill vacancies on the Republican ticket.

**REMOVAL**

***Rule 11.1: Grounds and Procedures for Removal***

Whenever it shall appear that any member of County Committee, Executive Committee, Finance or any other Committee or appointment of the Venango County Republican Committee is charged with not being a qualified Republican elector, or opposes or is about to oppose the Republican Party or any of its candidates or its endorsed candidates, or opposes or is about to oppose the Republican Party Nominees following the Primary Election, or who neglects or refuses to attend the duties of office, the Chair shall appoint a committee of three (3) qualified Republican electors of Venango County to investigate such charges.

The Chair shall be a voting member of said Grievance committee and shall notify the person so charged of the time and place of hearing, and if upon investigation it finds such charges to be true and correct, it shall so report in writing to the Chairman. If charges are found to be true and correct the position is considered immediately vacant and the Chair shall appoint a new Committeeman or Committeewoman into the vacated Committee seat within sixty (60) days. If such is not filled within sixty days the Executive Committee shall fill the vacated seat.

In the case of a member of State Committee, the Chairperson shall declare the office vacant and notify the State Chairman of said vacancy. The Chair of the County Committee shall present a name for the State Chair to fill the vacant position. In the case of a member of the Executive, Finance or any other Committee of or within the Venango County Republican Committee, the Chairman shall declare the office vacant and appoint another qualified Republican elector to fill the unexpired term, or until the Chair requests the appointed person to vacate the position. Any member of the Venango County Republican Committee, Executive, Finance or other Committee members whose seats have been vacated by this process, cannot attend further Committee meetings or Executive Committee meetings carrying proxy votes for other members, nor can they be permitted the floor by the Chair in such meetings.

When the Chair or the Grievance Committee call a hearing and the person or persons whom the hearing involves do not attend and represent themselves it is understood by them that regardless of cooperation, or attendance, the hearing will be held, any witnesses will be heard and all evidence that is presented will be analyzed and the findings of the Grievance Committee will be final and accepted by the County Committee.

Support of another political party candidate includes, but is not exclusive to the following: Any action that encourages or supports a member of another political party to oppose or plan to oppose, campaign against, or be a candidate opposing any Republican nominee; wearing or distributing buttons, pins; distributing or possessing on one's property a sign, bumper sticker; possession of, distribution of materials that promote another political party or the candidates of another political party, or any candidate other than the Republican nominees following a Primary election; donating to or contributing funds, goods or services; attending the events or functions of an opposing party or its candidates that can be construed as being held for campaign purposes; taking an opposing party's candidate, or any candidates other than the GOP endorsed candidates or GOP nominees following the primary election to public functions, or events that can be construed as supporting their candidacy.

It is understood that all divisive issues, situations, disputes, will be dealt with by the Chair and Executive Committee and/or Grievance Committee. All Committeemen and women, Elected, Appointed or Alternates, and all actively



participating in events, functions, or involved within the party organization in any capacity, by retaining their positions are agreeing to accept decisions of these Committees and will not address any issue by initiating outside legal avenues after the date of the acceptance of these by-laws.. If one does not abide by these rules they are forfeiting their position within or on the Committee. After this date, threats of legal action will be viewed as breaking this by-law and the position of the person doing so will be considered vacant. Only if the Grievance Committee finds, in the course of its research, investigation or hearing that laws of the land may have been broken, that a person may have involved themselves or others in an illegal act is it acceptable for a member of the committee, (as defined throughout these by-laws) to seek legal channels. Under such conditions and findings the Grievance Committee will determine if, out of respect of the laws of the land, they must recommend legal channels. Pursuant to officers, or others of the party neglecting to turn records of the party over at the Organizational meeting Rule 3:13 applies.

### ***Rule 11.2: Removal of Officers***

The elected officers of the County committee may only be removed from office by a two-thirds majority vote of the Republican County Committee Membership, Elected, Appointed, Alternates and State Committee members, or their proxies present and voting, provided that notice of proposed action has been given in written notice of the meeting according to the rules herein for notification of Special Meetings.

## **AMENDMENTS**

### ***Rule 12.1: Procedure***

The foregoing rules may be amended from time to time by a two-thirds vote of the members in attendance in any Regular Meeting of the Venango County Republican Committee providing there are a minimum of 45 members or their proxies in attendance. There may also be Special Meetings, with notice thereof given according to the rules for such, herein stated, called for such purpose by the County Chair.

### ***Rule 12.2: Suspension of Rules***

These rules may be suspended at or during any meeting of the Venango County Republican Committee by the affirmative vote of three-fourth of the members of the County Committee or their proxies present and voting at any meeting of the Venango County Republican Committee.

- Any statement within parenthesis and with an asterisk has been added to these by-laws since they were voted for in January 2006. These additions have been added, recommended by the appropriate authorities of the Pennsylvania State Republican Committee. Asterisks: Rule 10:5 and Rule 10:4.

**Voted and Approved Revised as of September 26, 2005 and January 26, 2006**

**Signed by Martha H. Breene, Chair of the Venango County Republican Committee**

\_\_\_\_\_ **September 26, 2005**

**Signed by Martha H. Breene, Chair of the Venango County Republican Committee**

\_\_\_\_\_ **January 26, 2006**

**Mary K. Fornof, Secretary** \_\_\_\_\_ **September 26, 2005**

**Mary K. Fornof, Secretary** \_\_\_\_\_ **January 26, 2006**