

SALEM COUNTY REPUBLICAN COMMITTEE

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BY-LAWS

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PREAMBLE - DECLARATION OF SCOPE AND PURPOSE.

These Bylaws are hereby established and adopted by the Salem County Republican Committee (the Committee) pursuant to the authority of N.J.S. 19:5-3, and are intended for use by the Committee for its proper government, and in providing for and promoting the orderly conduct of its meetings and business. By their initial adoption, these Bylaws shall have perpetual duration, from year to year, and shall remain in full force and effect without further formal action of the Committee, unless amended as provided herein.

ARTICLE I – MEMBERSHIP

1. MEMBERS.

The members shall include those individuals serving the office of County Committee Chairperson, County Committee Vice-Chairperson, County Committee Treasurer, County Committee Secretary, State Committeeman, State Committeewoman, Municipal Chairpersons representing each Municipal Committee, Municipal Committeeman and Committeewoman of each voting district. All of whom duly represent the Republican Party in the election districts of Salem County.

2. TERM OF OFFICE.

The terms of office shall be for one year, commencing with the reorganization meeting on the Tuesday following the Primary Election, except for the duly elected State Committeeman and Committeewoman who shall serve a four year term commencing on the Tuesday following the Primary Election in the year of the Gubernatorial Election, and the Municipal Committeeman and Committeewoman who shall serve a two year term commencing with their respective municipal reorganization on the Monday following the Primary Election.

3. VACANCIES.

Municipal Committees: A vacancy in any Municipal Committee person or Chairperson shall be

filled by a majority vote of those present at any Municipal Committee meeting. Those so elected at anytime other than the Regular Primary election shall be so certified by a letter to the County Chairperson from the Municipal Chairperson.

County Committees: A vacancy occurring in the office of Chairperson, Vice-Chairperson, and State Chairpersons shall be filled by a majority vote of those present at a regular county committee meeting for the remainder of the unexpired term.

4. QUALIFICATIONS.

All members must be a registered Republican voter in Salem County maintaining a current residence within the district they represent and must be so certified to the County Chairperson as the duly elected representative in that office prior to exercising any rights as a member of the committee.

ARTICLE II – MEETINGS

1. ANNUAL MEETING.

The annual meeting shall be held on the first Tuesday following the Primary Election of each year.

2. REGULAR MEETINGS.

Regular meetings shall be called by the Chairperson as required to orderly conduct business.

3. NOTICE.

Notice of all meetings shall be in writing to the entire membership.

4. QUORUM

The quorum for each meeting shall be twenty (20%) percent of the certified membership.

ARTICLE III – OFFICERS

1. CHAIRPERSON.

The Chairperson¹'s function shall be to preside over all meetings of the Committee, and to perform such further duties as are authorized by Title 19 and by these Bylaws. The Chairperson shall serve until his successor is elected and shall be the official spokesperson for the Committee. The Chairperson shall be the chief administrative and executive officer of the Committee and shall be the sole leader of the Republican Party in Salem County. He or she shall be empowered:

- (i) to organize the Republican political structure of Salem County;
- (ii) to organize and manage the procedures for the selection of candidates for public office on a county level, or in municipalities where no Republican political organization exists;
- (iii) to promote, provide for and manage the raising of funds in accordance with the law;
- (iv) to provide for, manage, and finance campaigns for public office within the County of Salem;
- (v) nominate candidates for appointment to all non-elected offices within the governments of Salem County, the State of New Jersey, or the United States;
- (vi) to act and serve as the principal liaison to County, State and Federal Republican political organizations.

The Chairperson shall have any such other additional or implied powers as may be necessary to carry out the foregoing duties and responsibilities.

2. VICE-CHAIRPERSON.

The Vice-Chairperson must be a member of the opposite sex of the Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in the absence of the Chairperson, and any such other duties as may be assigned from time to time by the Chairperson. The Vice-Chairperson shall be elected

3 . TREASURER.

The Chairperson shall appoint a Treasurer who shall serve as the chief financial officer of the Committee shall keep and maintain such bank accounts and financial records as are directed by the Chairperson and the membership. The Treasurer shall also prepare in a timely manner all Federal, State and County financial reports as required by laws governing this political body and provide these reports to the Chairperson. All account must be maintained with the requirement of joint access through two representatives. Those representatives of the committee shall be limited to the Treasurer, Chairperson, and Vice-Chairperson.

4. SECRETARY.

The Chairperson shall appoint a Secretary whose duty it shall be to take and preserve minutes of the meetings of the Committee, and who shall perform such other further duties as may be

assigned, from time to time, by the Chairperson.

5. OTHER OFFICERS.

The Chairperson shall have sole discretion to designate additional positions and offices, without limitation, for purposes of assisting him in the management of the Committee and the Republican Party in Salem County, and for the general fulfillment of his political duties. The Chairperson shall be entitled to create and terminate such positions as he deems necessary and appropriate and, further, he or she shall be entitled to appoint individuals to fill such positions for terms not to exceed the duration of the Chairperson's own term. Furthermore, the Chairperson shall be entitled, in his or her sole discretion, to relieve from duty any individuals so appointed to such positions for any reason.

ARTICLE IV – AMENDMENTS

1. AMENDMENTS TO CONSTITUTION AND BYLAWS.

This Constitution and Bylaws may be amended, from time to time, by a vote of two-thirds of those members present at any duly noticed and convened meeting.

ARTICLE V - METHOD OF VOTING

1. STANDARD BALLOT.

Voting by the membership shall be by voice vote, show of hands, standing and sitting, or by any other means which is reasonably calculated to accurately determine the will of the members.

2. WRITTEN BALLOT.

Whenever there is a contested election for office, or when a majority of qualified members present vote to require a written secret ballot for a motion or resolution, the Chairperson shall cause a written secret ballot procedure to be enacted.

ARTICLE VI - CONDUCT OF BUSINESS

1. RULES GOVERNING

During any meeting, no member may address the Committee who has not first been recognized by the Chairperson. All comments by members shall be addressed to the Chairperson, not to other individual members or groups of members. The Chairperson shall operate under the procedures as interpreted by him from Robert’s Rules of Order and New Jersey Title 19.

ARTICLE VII – EXECUTIVE COMMITTEE

1. The Chairman shall be responsible for the supervision and management of the Executive Committee. The Executive Committee shall be the controlling body of all property and assets of the Salem County Republican Committee (SCRC) and shall be responsible for the conduct and direction of the business and the affairs of the SCRC.

2. The Salem County Republican Committee (SCRC) Chairman, Vice-Chairman, Treasurer, Secretary, and all the elected Republican Officers of the Nation, State and County, who reside in Salem County and are members of The Salem County Republican Committee, shall be members of the Executive Committee. In addition, the Chairman may appoint up to three (3) persons who must be registered Republicans residing in Salem County to serve as members of the Executive Committee.

ARTICLE VIII – ENDORSEMENTS

1. No person shall use the name of the Salem County Republican Committee to endorse an individual(s) for elective office or for a ballot question without the consent of the membership voting at a regular or special meeting.

**BY- LAWS
SALEM COUNTY DEMOCRATIC COMMITTEE**

(Adopted March, 1970 pursuant to Title. 19:5-3 of the Revised Statutes of the State of New Jersey and Amended June, 1991)

ARTICLE I MEMBERSHIP

Section 1. **ELECTED MEMBERSHIP:** The County Committee shall be composed of one male and one female member elected biennially, at the Primary Election held on even-numbered years by the Democratic voters of each election district of the County.

Section 2. **TERMS OF OFFICE:** Pursuant to statute, the members of the County Committee shall take office on the first Saturday following their election, on which day the terms of all members of such Committee theretofore elected shall terminate.

Section 3. **Filling OF VACANCIES:** Pursuant to statute, a vacancy in the office of a member of the County Committee shall be filled by the Municipal Committee of the municipality wherein the vacancy occurs.

Section 4. **HONORARY MEMBERS:** The following elected or appointed officials, Democrats resident of Salem County, shall be honorary members of the County Committee, with all the rights and privileges of membership, excepting the right to vote and unless otherwise provided for in these By-Laws:

- (a) All of officers of the County Committee;
 - (b) The Democratic State Committeeman and Committeewoman;
 - (c) The chairmen of all standing committees of the County Committee;
 - (d) The presidents of regular Municipal Democratic Clubs in Salem County;
 - (e) Any elected or appointed Democratic National and State Officials;
- Nothing herein, however, shall be interpreted to deny the right to vote to such elected or appointed official, who also is a duly elected member of the County Committee.

ARTICLE II ELECTION OF OFFICERS

Section 1, **QUALIFICATION OF OFFICERS** Any Democrat resident of the County of Salem, shall be eligible to hold any office, whether or not he or she is a member of this Committee; provided, however that the Chairman, Vice Chairman, Secretary and Treasurer shall be from different municipalities.

Section 2. **ELECTION OF THE CHAIRMAN VICE-CHAIRMAN RECORDING SECRETARY AND TREASURER:** The Chairman, Vice-Chairman,

Recording Secretary and Treasurer shall be elected at the biennial organization meeting of the County Committee, held on even- numbered years, as shall be provided by R.S. 19, except as provided by Article III, Section 1(f).

Section 3. TERMS OF OFFICE: All officers shall hold office until their successors are duly elected or appointed.

Section 4. APPOINTIVE OFFICERS: The Chairman, shall so soon as may be conveniently possible after his election appoint the following officers:

- a) Corresponding Secretary
- b) Legal Counsel

Section 5. FILLING OF VACANCIES Vacancies in any office shall be filled by the County Committee at its next succeeding meeting, in the manner hereinafter provided for the regular election of officers,

Section 6. NOMINATIONS FOR COUNTY CHAIRMAN, VICE-CHAIRMAN, RECORDING SECRETARY AND TREASURER: Candidates for said offices shall be nominated by:

- a) The Executive Committee, as hereinafter provided, or
- b) From the floor by any ten elected members of the County Committee from at least five different municipalities.

Section 7. METHOD OF ELECTION: Election shall be held as follows;

- a) If there is no contest for Chairman, Vice-Chairman, Recording Secretary or Treasurer, election shall be held by voice vote;
- b) If there is a contest for any office, election for that office shall be by secret ballot;
- c) In the event of a contest for any office, the candidate receiving the largest number of votes shall be declared elected for that office.

Section 8. ELECTION BY SECRET BALLOT

- a) Paper ballots shall be distributed to the voting membership at the meeting and the membership shall fill in the name of their individual choice for such office as may be in contest.
- b) Each candidate for office for which there is a contest may select one teller to assist in the tally of the vote with candidates for such office entitled to select the same tellers if they so choose;
- c) The Recording Secretary, assisted by said tellers, shall conduct the election, Each member entitled to vote shall file before the Recording Secretary and tellers and upon showing his or her credentials and having it collected by the Recording Secretary or tellers, shall deposit his or her ballot in a box provided for that purpose by the Recording Secretary;
- d) Each member must cast his or her own ballot and may not delegate this right to

anyone else. No member shall be permitted to vote unless he or she presents his or her certificate of election or a statement, signed by his or her Municipal Chairman and his Municipal Secretary, that he or she is a duly elected member of the County Committee

e) After each member entitled to vote has done so, the Recording Secretary, assisted by the tellers, shall tally the ballots and announce the name of the candidate who has received the largest number of votes for such contested office.

ARTICLE III DUTIES OF OFFICERS

Section 1. CHAIRMAN: The Chairman shall:

- a) Preside at all meetings of the County Committee and of the Executive Committee;
- b) Appoint the Chairman of all standing committees and be responsible to the County Committee for the faithful performance of their duties;
- c) Serve as a member ex officio of all standing committees ;
- d) Faithfully execute the decisions of the County Committee;
- e) Together with the Treasurer, sign all vouchers for payment;
- f) In his discretion appoint Recording Secretary and Treasurer notwithstanding Article II Sec. 2.

Section 2, VICE-CHAIRMAN The Vice-Chairman shall

- a) Assist the Chairman upon his request in the performance of his duties; and
- b) In the absence of the Chairman, preside at meetings of the county Committee or of the Executive Committee.

Section 3. ASSISTANT VICE-CHAIRMAN: The Assistant Vice-Chairman shall aid the Chairman and Vice-Chairman in the performance of their duties, upon request of either.

Section 4. CORRESPONDING Secretary The Corresponding Secretary shall;

- (a) Attend to all matters of correspondence, as may be directed by the Chairman, the Executive Committee, or the County Committee; and
- (b.) Maintain all files and documents of the County Committee

Section 5. RECORDING Secretary The Recording Secretary shall:

- a Keep full and correct minutes of the proceedings of the County Committee and of the Executive Committee;
- b) Keep a complete *roster* of all members of the County Committee and of all Municipal Chairmen;
- c) Prepare and mail notices of all meetings of the County Committee and of the Executive Committee,

Section 6, TREASURER The Treasurer shall;

- a) Deposit all funds in his custody and in such banks as the County Committee may designate, subject to the joint order of himself and of the County Chairman;
- b) Keep full and complete accounts of all monies received and disbursed by him;
- c) Prepare and file such financial statements as may be required of the County Committee by law;
- d) Render a full detailed financial report, as of April 30 and November 30 of each year to the County Chairman, who shall cause the same to be read or made available to the County Committee as a whole at the next regular meeting thereafter.

Section 7, SERGEANT-AT-ARMS: The Sergeant-at-Arms shall

- a) Assist the Chairman in maintaining order at all meetings; and
- b) Appoint such aids as he may deem necessary to facilitate the discharge of said duty.

Section 8. ADDITIONAL DUTIES; In addition to the above enumerated duties each Officer shall perform such other functions as may be required of him by these By-Laws;

- (b) The statutes of the State of New Jersey;
- (c) The rules and procedures of the Democratic State Committee; and
- (d) The County Committee.

ARTICLE IV COMMITTEES

Section 1. STANDING COMMITTEES: There shall be the following Standing Committees of the Salem County Democratic Committee;

- a) Registration
- b) Political Education
- c) Publicity
- d) campaign

Section 2. MEMBERSHIP ON COMMITTEES: Each of the above standing Committees shall consist of;

- a) A Chairman, appointed by the County Chairman at the organization meeting of the County Committee or within four (4) weeks thereafter;

Section 3. REMOVAL FROM COMMITTEES: A vacancy in the Chairmanship or membership of any of the above standing Committees may be declared either by a two-thirds vote of the Executive Committee (in the case of members selected by the Regional District Committee) upon;

- a) That member's moving out of the County, or
- b) That member's non-performance of his duties on the Committee, or
- c) That member's conduct prejudicial to the reputation or the proper functioning of the Democratic Party.

Section 4. DUTIES OF COMMITTEES The Standing Committees shall have the following duties:

- a) Registration Committee; Attend to all matters pertaining to the registration of voters.
- b) Campaign Committee: To prepare the Salem County Democratic Platform for all County and State Legislative election campaigns, and to be responsible for the conduct of the campaign and assisting the candidates with their campaign.
- c) Political Education: To prepare and develop programs for the assistance and education of candidates, members of the Salem County Democratic Committee and party workers in the effective presentation and implementation of the programs of the Salem County Democratic Committee and to assist them in their understanding of the rights, obligations and techniques provided for by the election laws of the State of New Jersey and to provide such information for the publicity Committee as it deems necessary in keeping Democratic candidates, members of the Salem County Democratic Committee and the public informed on the Democratic Party's programs and on the election laws of the State of New Jersey.
- d) Publicity Committee: Prepare such material as may be helpful in keeping the members of the County Committee and all Democratic candidates informed as to matters of interest to them; handle press and public relations for the County Committee; and assist candidates in developing and publicizing their programs and records.

Section 5. SPECIAL COMMITTEES The County Chairman from time to time may appoint such special committees, for specific purposes, as they may deem advisable.

Section 6. REPORTS OF COMMITTEES: All committees shall report at each meeting of the County Committee and at such other times as requested to do so by the County Chairman. Any report containing a recommendation for specific action by the County Committee shall be submitted in writing to the County Chairman at least (5) days prior to the meeting at which such recommendation is to be considered.

ARTICLE V MEETINGS

Section 1. ORGANIZATION MEETING: The biennial organization meeting of the County Committee shall be held after the Primary Election on even-numbered

years, on the day fixed by statute, at the time and place designated by the County Chairman.

Section 2. SPECIAL MEETINGS: Special meetings may be held at any time upon the call of the County Chairman, upon the call of a majority of the Executive Committee, or upon the written request of five (5) percent of the members of the County Committee addressed to the County Chairman and the Secretary of the County Committee.

Section 3. QUORUM Fifteen (15) percent of the elected members of the County Committee shall constitute a quorum for the transaction of business.

Section 4. NOTICES OF MEETINGS: Written notices of meetings setting forth the place, date, hour and agenda of meeting shall be mailed by regular mail by the Secretary to all members as follows:

- (a) Organization Meeting As soon as practicable after the Primary Election;
- (b). Special Meeting At least seven (7) days prior to the date of the meeting, such notice setting forth the subject matter to be considered at this meeting.

ARTICLE VI ORDER OF BUSINESS

Section 1. CALL TO ORDER; At the hour set in the call. for the meeting, if a quorum be present, the County Chairman shall call the meeting of the County Committee to order.

Section 2. ORGANIZATION MEETING: At the biennial Organization Meeting of the County Committee, held on even-numbered years on the day provided by statute, the order of business shall be as follows:

- (a) Salute the Flag;
- (b) Adoption of by-laws;
- (c) Report of Executive Committee;
- (d) Nominations from the floor, if any;
- (e) Election of officers;
- (f) Appointment of committee chairman by the County Chairman;
- (g) Other business.

Section 3. OTHER MEETINGS: At all other meetings of the County Committee, the order of business shall be as follows:

- a) Salute to Flag;
- b) Consideration of minutes of previous meeting;
- c) Reports of officers and action thereon, if required;
- d) Report of Executive Committee and action thereon, if required;

- e) Reports of Standing Committees and action thereon, if required;
- f) Reports of special committees and action thereon, if required;
- g) Unfinished business, if any;
- h) New business, if any.

Section 4. RULES OF ORDER: Unless otherwise provided for in these by-laws or by statute, all business shall be governed by Robert's Rules of Order.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. MEMBERSHIP The Executive Committee shall consist of the following members;

- (a) The Chairman, Vice-Chairman, Recording Secretary and Treasurer of the Salem County Democratic Committee;
- (b) The State Committeeman and Committeewoman elected as prescribed by Title 19 of the New Jersey Statutes;
- (c) Notwithstanding (a) and (b) herein, one member from each municipality selected by regular democratic clubs where same exist, or if no democratic club, to be selected by County Chairman upon advice of local leaders.

Section 2. NON-VOTING MEMBERS:

- (a) All elected County Officials.
- (b) All officers appointed under Article II, Sec. 5.
- (c) County Treasurer, Solicitor, and Clerk of Board of Freeholders when applicable.

Section 3. TERMS OF OFFICE: The terms of the Executive Committee members shall be one year.

Section 4. Duties: The Executive Committee shall perform the following duties;

- (a) Advise and assist the Chairman in the appointment of members of the various Standing Committees and all other committees, in the establishment of general policies in the conduct of election campaigns, in approval of all major fixed expenditures as set forth in the annual budget, in coordinating the activities of all committees and in the enforcement of these by-laws and the decisions of the County Chairman;
- (b) Call special meetings of the County committee pursuant to Article V, Section 3 of the By-laws;
- (c) Present to the County Committee such recommendation as it may, by a majority vote,
- (d) deem advisable on any matter;
- (e) Serve as a screening committee for the County Chairman of all patronage appointments; Act as a Grievance Committee.

Section 5. MEETINGS: The County Chairman shall be the presiding officer of the Executive committee and shall call meetings of the Executive Committee at his discretion upon not less than five (5) days' notice to each committee member.

ARTICLE VIII AMENDMENT TO BY-LAWS

Section 1. EFFECTIVE DATES: These by-laws shall become effective immediately upon adoption.

Section 2. SUBMISSION OF AMENDMENTS: Any proposed amendment to these by-laws shall be in writing and shall be submitted to the County Chairman at least ten (10) days prior to the date of the meeting at which said amendment is to be considered.

Section 3. ADOPTION: An amendment shall be adopted by a two-thirds vote of the elected members of the County Committee present and voting at the meeting at which said amendment is considered. Any amendment so adopted shall be effective immediately, unless the amendment itself provides otherwise.