



## CONTENTS

ARTICLE I – NAME

ARTICLE II – MISSION AND PURPOSE

ARTICLE III – MEMBERSHIP

ARTICLE IV – EXECUTIVE BOARD

ARTICLE V – OFFICERS

ARTICLE VI – MEMBERSHIP MEETINGS

ARTICLE VII – VOTING AND PROXIES

ARTICLE VIII – COMMITTEES AND FUNCTIONARIES

ARTICLE IX – FINANCES

ARTICLE X – BYLAWS

ARTICLE XI – ADOPTION 7

ADDENDUM I- NRS 293 I.1 ADDENDUM II - ABBREVIATED

ROBERT’S RULES OF ORDER II.1



## **ARTICLE I – NAME**

The organization shall be known as the Carson City Republican Central Committee, hereinafter referred to as the CCRCC, dba Carson City Republican Party, a 501(c)(4) organization as defined in the IRS Code. All gender-specific references in these bylaws shall be construed to apply to either sex.

## **ARTICLE II – MISSION AND PURPOSE**

### **SECTION A – Mission**

The CCRCC will strive to preserve and protect the liberty, rights, opportunity and dignity of the individual by promoting sound, honest and responsive government within the structure of the Constitution of the United States of America and the Constitution of the State of Nevada

### **SECTION B – Purpose**

The CCRCC shall strive:

1. To attend to the functions of the Republican Party in Carson City and operate a party organization in compliance with Section 293 of the Nevada Revised Statutes (NRS) and the bylaws of the state and national party.
2. To recruit electable Republican candidates and support their candidacies.
3. To support Republican office holders.
4. To educate the electorate of Republican values and platform.

## **ARTICLE III – MEMBERSHIP**

### **SECTION A – Initial Membership**

1. The formula prescribed in NRS 293.143 shall determine the number of CCRCC initial members.
2. Executive Board members are automatically members and count against the membership limit. See Attached NRS 293.

### **SECTION B – Additional Membership**

1. Any qualified Republican elector in Carson City, Nevada, who is prepared to support the mission and purpose of the Republican Party and its candidates, is eligible for consideration for membership in the CCRCC by election. Elections shall be held after the prospective member has attended two (2) consecutive CCRCC meetings. Once elected, voting members serve until the next county convention.
2. Participation at a volunteer activity and/or office work may be counted as an attendance.
3. Delegates to the CCRCC convention are automatically considered members, and are subject to the same attendance and participation requirements applied to all regular members.



4. The president of the Carson City Republican Women and any other Republican organization active within Carson City may be invited to membership in the CCRCC.

### **SECTION C – Associate Membership**

1. If all precinct quotas available by law are filled, newly elected members will be granted Associate Membership until an opening in their precinct is available. However, if another precinct has an opening, that new Associate Member can be assigned to represent it and assume the responsibilities of full membership.
2. Associate members may serve in any capacity except as an elected officer,

### **SECTION E – Membership Responsibility**

1. Members shall regularly attend meetings and local Republican events.
2. Members missing three consecutive unexcused meetings will become inactive and must re-apply for active Membership.
3. Members notifying the secretary of an inability to attend shall be excused and encouraged to attend by proxy.
4. Members are responsible for being familiar with these Bylaws.
5. Members are responsible for advising the secretary of their correct mailing address, telephone number and email address.
6. Members shall sign the attendance record at each meeting.
7. Members are encouraged to invite family and friends who would have an interest in participating in the CCRCC.

### **SECTION F – Term of Membership**

The term of CCRCC membership (including Associates) expires when the next County Convention convenes with the exception of Executive Officers.

### **SECTION G –Termination of Membership**

Termination of membership shall be in accordance with NRS 293.157

1. The public support of any non-Republican candidate for elected office.
2. Any other act deemed by the full membership to be detrimental to the good order, reputation, principles and effectiveness of the Republican Party or CCRCC.
3. At such time as the Board shall consider a member's removal, the challenged member may appear and defend themselves.
4. In such cases, the full CCRCC shall decide on reinstatement.

## **ARTICLE IV – EXECUTIVE BOARD**

### **SECTION A – Definition**



The Executive Board is the governing body of the CCRCC and is composed of the Executive Officers and State Committeemen. The Immediate Past Chairman of the CCRCC and the President of the Carson City Republican Women may be invited to participate in meetings, as voting members.

### **SECTION B – Quorum**

Quorum is 50% of members, which must include one of the following: Chairman, First Vice-Chairman, Second Vice-Chairman.

### **SECTION C – Special Meetings**

1. The Board shall meet upon the call of the Chairman or upon the demand of three or more of its members,
2. Meetings may be held either in person or by electronic platform; all rules for conducting meetings in person (including the determination of a quorum) shall apply to those held by electronic platform.

## **ARTICLE V – OFFICERS**

### **SECTION A – Elected Officers**

1. The Executive Officers of the CCRCC shall be the Chairman, First Vice-Chairman, Second Vice-Chairman, Third Vice-Chairman, Secretary and Treasurer..
2. State Committeeman:
  1. Membership to the Nevada Republican Central Committee (NRCC) as a State Committeeman shall be in accordance with the NRCC Bylaws Article 5, Section 1-G.
  2. Shall be a member in good standing of the CCRCC.
  3. Per NRCC Bylaws Article 5 section 1C, the CCRCC Chairman and First Vice-Chairman shall serve as members of the NRCC and count against full allotment from CRCC membership to NRCC.

### **SECTION B – Terms of Office**

1. Pursuant to NRS 293, election of Executive Officers shall be conducted at the regular meeting in April of odd numbered years, and they shall assume office immediately and serve until the next election.
2. Election of State Committeemen shall be conducted at a regular meeting following the County Convention (must be prior to the State Convention when they are elected to the NRCC) and shall assume office immediately.
3. Any election for a contested office shall be conducted by secret ballot.

### **SECTION C – Election Criteria**



1. Only CCRCC active members in good standing shall be elected to office; no member shall hold more than one elected office at a time, except that of State Committeeman.
2. Office holders may be re-elected.

#### **SECTION D – Said Officers’ Duties**

1. The Chairman shall:
  - a. Preside at all meetings of the CCRCC.
  - b. Speak for and conduct the affairs of the CCRCC between meetings, pursuant to the direction of the Executive Board and CCRCC.
  - c. Call to order the County Convention and conduct the election of a convention chairman for the purpose of conducting convention proceedings according to law (NRS 293).
  - d. Appoint the members and chairmen of standing committees except as otherwise provided in these Bylaws and establish special committees and functionaries as may be needed.
  - e. Attend all State Central Committee meetings and report to the Executive Board and members on all NRCC activities.
  - f. Account for all State Central Committee meeting proxies.
  - g. Ensure the Bylaws, NRS and other state and local laws are followed.
  - h. Participate in all committees, at his discretion. Participate in NRCC telephone conferences and provide a monthly report on their subject matter at the next Executive Board and CCRCC meetings.
  - i. Shall be one of the members authorized to sign checks on the Committee account.
  - j. In the event of officially declared governmental emergency, the chairman may deviate from rules, as required to ensure continuity of operations.
2. The First Vice-Chairman shall:
  - a. Serve as Chairman in the absence of the Chairman.
  - b. Oversee and Chair the Convention Committee.
  - c. Plan CCRCC meeting programs, with executive committee advice.
  - d. Assist with organizing other local Republican activities.
  - e. Attend State Central Committee Meetings. . Prepare plans for general meetings, speakers, and outreach activities, with review and approval of executive committee.
3. The Second Vice-Chairman shall:
  - a. Be responsible for planning the county precinct meeting prior to the County Convention., advise precinct committee as required Recruit volunteers and manage activities.
  - b. Be liaison to all Carson City Republican organizations as required.
  - c. Oversee office and staff operations.
4. The Third Vice-Chairman shall:
  - a. Be responsible for Publicity which includes Outreach via publications and social media.



- b. Assist with organizing local Republican activities, including planning of general meetings and outreach activities.
    - c. Oversee Outreach Committee.
  5. The Secretary Shall:
    - a. Determine attendance and quorum, keep minutes of all meetings of the CCRCC and serve as custodian of its record and papers, to include records of Standing Committees.
    - b. Notify the membership of meetings, coming events, and of any special matters to be considered.
    - c. Conduct correspondence pursuant to the direction of the Chairman.
    - d. Maintain a calendar of the CCRCC events and activities.
    - e. Maintain the master record copy of the CCRCC Bylaws.
    - f. Maintain an updated membership list.
    - g. Examine all CCRCC proxy forms, validate signatures, and declare the names of those voting by proxy.
  6. The Treasurer shall:
    - a. Receive and retain the monies of the CCRCC and disburse same as authorized.
    - b. Maintain records of all receipts and disbursements in accordance with sound accounting practices.
    - c. Report the status of the CCRCC accounts at each regular meeting and Executive Board meetings.
    - d. Provide access for the annual audit of all records to the Audit Committee, or for inspection on demand by any member.
    - e. File reports with the Secretary of State as required.
    - f. Present a Budget at the annual October CCRCC membership meeting.
  7. The State Committeemen shall:
    - a. Attend all Nevada Republican Central Committee meetings, either in person or by authorized proxy given to a registered Carson City Republican of their choosing and notify the Chairman of same.
    - b. Attend all Executive Board meetings and enjoy voting privileges.
    - c. Chair or Vice-Chair a Standing Committee.
    - d. Support CCRCC fund raising activities such as the Lincoln Day Dinner and by volunteering to help and/or attending the events.
    - e. Support election activities by volunteering to make calls, walk precincts, work in the office during campaigns, Get Out The Vote (GOTV) efforts and other election activities.
  8. All officers are expected to attend monthly Executive Board and Membership meetings.

#### **SECTION E – Removal from Office**

1. Failure to fulfill their duties or assignments as determined by the CCRCC.



2. Failure to maintain membership status, including 75% attendance at all required meetings, unless excused.

### **SECTION F – Vacancy in Office**

In the event of a vacancy in any office, an election shall be conducted to complete the term of the officer vacating the office. The election shall be conducted at the next regular meeting of the CCRCC. The officer so elected shall assume office upon election.

## **ARTICLE VI – MEMBERSHIP MEETINGS**

### **SECTION A – Regular Meetings**

The time and place of regular meetings of the CCRCC shall be fixed by the membership from time to time. There shall be at least nine (9) meetings per year.

### **SECTION B – Additional Meetings**

The Chairman shall have the authority to call additional meetings provided that all members have been given written notice (email allowed) at least five (5) days in advance of the meeting.

### **SECTION C – Requested Meetings**

The Chairman shall call an Additional Meeting when so requested in writing by seven (7) or more members. The meeting shall be restricted to the one agenda item requested.

### **SECTION D - Order of Business**

The Order of Business is set by the Chairman, with advice and input from the executive committee.

### **SECTION E – Robert’s Rules**

The rules provided in the current edition of Abbreviated Robert's Rules of Order Newly Revised shall govern unless it is inconsistent with these Bylaws and any special rules of order the CCRCC may adopt.

## **ARTICLE VII – VOTING AND PROXIES**

### **SECTION A – Quorum**

1. A quorum shall be determined at every meeting and shall consist of at least twenty-five (25%) of the CCRCC voting members. If business cannot be conducted for a lack of a quorum, another meeting may be called by the Chairman with at least five (5) days' notice and the number of members attending that meeting will constitute a quorum.
2. Inactive, Associate, and excused members shall not be considered when establishing a quorum.
3. Proxies shall be counted when determining a quorum.



## **SECTION B – Voting**

All voting members who are present in person, or by proxy, have the right to vote on all matters coming before the CCRCC or the Executive Board, unless the proxy shall expressly state otherwise in writing.

## **SECTION C – Proxies**

1. Any voting member may give a proxy for any regular or special meeting (from which they are excused). Proxy forms shall be available for download from the CCRCC website.
2. To be valid, a completed proxy form shall be dated and signed by the member, designating the proxy holder by name or as bearer. At each meeting, the Chairman shall instruct the Secretary to examine all proxy forms and validate the signatures and declare the names of those voting by proxy. Challenges to proxies shall be the first item of business.
3. Members carrying proxies shall vote their conscience unless the proxy shall expressly state otherwise in writing.
4. No person shall exercise more than two proxies at a Membership meeting, or one proxy at an Executive Board meeting.
5. CCRCC members may give their proxy to any CCRCC member or Associate Member in good standing. Any Executive Board member may give their proxy to another Executive Board member in good standing.

## **ARTICLE VIII – COMMITTEES AND FUNCTIONARIES**

### **SECTION A – Standing Committees**

The Chairman shall appoint standing committees each April with at least three (3) members as follows:

1. Finance Committee – Develops and submits a tentative annual budget each October for the following calendar year. The Treasurer shall not chair the Finance Committee. The Finance Committee chairman shall also perform the duties formerly performed in the Audit Committee.
2. Precinct Organization Committee – Plans and carries out the provisions of NRS 293 as it relates to Precinct Meetings.
3. County Convention Committee – Overseen by the First Vice-Chairman. Plans and carries out the provisions of NRS 293 as it relates to County Conventions.
4. Membership Committee – Invites registered Republicans to become CCRCC members by:
  1. Recruiting and registering Republicans.
  2. Introducing prospective members at meetings.
  3. Providing copies of the Bylaws and county platform to newly elected members.
  4. Encourages member participation in events and programs to support the mission of CCRCC.
5. Lincoln Day Event Committee – Plans and coordinates the Lincoln Day Dinner fundraiser.





6. Nevada Day Parade Committee – Plans and coordinates CCRCC Nevada Day Parade involvement.
7. Fundraising Committee – Plans and coordinates fundraising activities, including assisting the Lincoln Day Committee.
8. Bylaws Committee – (when required). Reviews and proposes changes and amendments as needed to remain in compliance with the NRCC Bylaws, the NRS, and the Republican National Committee. Platform Committee duties (even years), are to be performed by the chairman of the Bylaws Committee, including producing the CCRCC Platform during election years, for approval of the Executive Board and Membership.
9. Information Technology (IT) Committee–Responsible for maintaining computers, printers, firmware, and software including internet and network devices.
10. Outreach Committee – Works to engage the community and to recruit members. Publish the newsletter, and maintain the website. Organized activities include: Carson City Fair, Airport Open House, Oktoberfest and the Freedom Fest.
11. Nominating Committee– (odd years). Responsible for recruitment of candidates for CCRCC Executive Officers and State Committeemen.

#### **SECTION B – Functionaries**

The Chairman may appoint a Corresponding Secretary, Parliamentarian, Sergeant at Arms, Historian, Webmaster, or any other functionary that may, from time to time, be deemed useful.

#### **SECTION C – Non –Member Appointments**

The Chairman may appoint any person to a committee or functionary position who is not a CCRCC member with the approval of the Executive Board.

#### **SECTION D – Revoke**

The Chairman may revoke any appointment for good cause.

### **ARTICLE IX – FINANCES**

#### **SECTION A – Budget**

1. Approval of the Budget by the Executive Board is authorization for receipt and expenditure of items denoted within the budget.
2. The annual budget for the succeeding calendar year shall be presented to the CCRCC at the October General Membership meeting.

#### **SECTION B – Revenue**

No dues or mandatory payment of any kind shall ever be made as a condition of membership in CCRCC. Voluntary contributions are accepted to fund the operating costs of CCRCC. Fees to cover the cost of the County Convention are permitted by NRS 293.161, however they should never be so high that they deter participation.



### **SECTION C – Borrowing**

The CCRCC shall borrow no money; nor shall it enter into any contract requiring expenditures beyond immediate means without specific prior approval of the CCRCC.

### **SECTION D – Signature**

All expenditures drawn on the accounts of the CCRCC must bear the signatures of two elected officers. The Chairman, Treasurer and First Vice-Chairman are authorized signers on CCRCC bank accounts.

### **SECTION E – Additional Expenditures**

1. Additional expenditures may be authorized without permission of the membership as long as sufficient unbudgeted funds exist in the Treasury.
2. The Executive Board may approve up to One Thousand Dollars (\$1,000) unbudgeted expenditures per year.
3. The Chairman may approve up to Two Hundred Dollars (\$200) unbudgeted expenditures per month.
4. The Treasurer shall report all authorized unbudgeted expenditures at the next general membership meeting.
5. All Committees must get board approval for spending over their budget.

## **ARTICLE X – BYLAWS**

### **SECTION A – Amendments**

Amendments of Bylaws: These Bylaws may be amended from time to time by a two-thirds (2/3) vote of the members of the CCRCC present at a duly called meeting of the same, providing that ten (10) day notice has been given to members.

### **SECTION B – Conflict of Laws**

Nothing in these Bylaws shall be contrary to the provisions of the election laws of the Nevada Revised Statutes or the Federal Election Laws.

## **ARTICLE XI – Adoption**

These Bylaws are adopted this 29th day of January 2021, at the CCRCC monthly meeting by a vote of two-thirds of members in attendance.

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Paul Strasser  
Chairman

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Karen Fletcher  
Secretary