



Southeast Valley Teenage Republicans Constitution and Bylaws

Preamble

We, the Southeast Valley Teenage Republicans, seeking to improve our community, State, Nation, and Party, hereby organize to better encourage political involvement among young people, share the wisdom and beliefs of the Republican Party with others, and help carry Republican candidates and causes to victory

I. Name and Operations

A. The name of the organization, also known as the "club", shall be the Southeast Valley Teenage Republicans (hereafter referred to as the "SEVTARS") No one shall use the name of the organization in any way that is inconsistent with the values of the club and the Republican Party.

II. Purpose

- A. To bring young teenagers into the Republican Party and provide an opportunity for them to participate in the political process.
- B. To foster and encourage the activities of the Republican Party and to promote its ideals.
- C. To collect, analyze, discuss, and disseminate information concerning political issues, events and philosophy.
- D. To coordinate and promote the activities of the Teenage Republican clubs in Arizona.
- E. Support national, state and local Republican candidates for office in the East Valley per these bylaws.

III. Membership

- A. Membership shall be open to all persons ranging from and including thirteen (13) years old to 19 years of age.
- B. Members shall reside or attend school within the borders of Southeast Valley of the Phoenix Metropolitan area as generally defined by common geographical boundaries. Members may be homeschooled, attend private, charter or public school.
- C. Membership dues shall be five dollars. Dues are to be paid at the beginning of membership yearly. From thence, it shall be paid at the SEVTARS chapter convention excluding new members who have previously paid in the year. It shall be paid within 30 days of registering.
- D. Honorary membership may be granted by a two-thirds (2/3) vote of the members present at any meeting of the SEVTARS
- E. Members must attend one (1) meeting and three (3) events per calendar year to retain membership.

IV. Officers and Elections

- A. The officers of SEVTARS shall constitute the chapter's Board and consist of the following positions and named in order of highest to lowest rank: Chairman, Vice Chairman, Recording Secretary.
Corresponding Secretary, Treasurer.
- B. The officers of the organization shall be elected for a term of one year.
- C. These officers shall be elected at the annual membership meeting of
- D. SEVTARS and shall assume office at the close of the meeting. The annual meeting shall be held between September through October.
- E. At the discretion of the Board, the auxiliary position of the 2nd Vice Chairmanship shall be established and shall be abolished upon a $\frac{3}{4}$ vote from all SEVTARS members or a unanimous vote of the Board.
- F. Upon the establishment of the position of the 2nd Vice Chairmanship, the Vice Chairman shall appoint someone to the position whose term shall end upon the election of a succeeding 2nd Vice Chairman at the chapter convention. The position shall be an elected one from thence until its abolition.
- G. All officers' terms shall conclude upon the election of the succeeding officers, to which the electees' term shall begin.
- H. The officers shall be elected at the annual convention meeting of SEVTARS and shall assume office during the meeting
- I. In the event of a vacancy, the chief Advisor shall call an election to fill the vacancy of any officer unless the chapter convention is within one month away from taking place. In such an instance, the highest ranked Board member shall appoint a member pro tempore who's term shall end upon the election of the successor at the convention.

V. Officer's Duties

A. The duties of the Chairman shall be:

1. Call to order and preside over all club meetings.
2. Initiate the development of club policy.
3. Appoint special committees and the Chairman thereof.
4. Attend meeting of the State Executive Board pursuant to Article Vi of the State Constitution of the Arizona Teenage Republicans.
5. Serve as the official spokesman for SEV TARS.
6. Create and distribute the Agenda for each meeting. Seven days before the meeting.

B. The duties of Vice Chairman shall be:

1. Assist the Chairman in his duties.
2. Serve as Acting Chairman in the Chairman's absence.
3. Serve as Chairman pro tempore in the event of the disqualification or resignation of the Chairman until an election of the office can be held.
4. Monitor the report of committee chairs.
5. Delegate issues of importance to the 2nd Vice Chairman at the discretion of the Vice Chairman.

C. The duties of the 2nd Vice Chairman shall be:

1. Assist the Vice Chairman in his duties.
2. Serve as the Acting Vice Chairman in the Vice Chairman's absence.

3. Succeed the Vice Chairman in the event he is disqualified or resigns. In such an instance, the Chairman shall appoint a 2nd Vice Chairman pro tempore until an election can be held.

D. The duties of the Recording Secretary shall be:

1. Record the minutes of all meetings of the chapter Board as well as the convention.
2. Work with the Corresponding Secretary to maintain all files and records of the club to include but not limited to:
 - a. A copy of the club membership list including names, addresses, zip codes, phone numbers, and emails of each member.
 - b. A list of the club's advisors and parents of members.
 - c. Upon the announcement of the date of the chapter convention, the Recording Secretary shall think well to gather all important documents and information related to their position and prepare it to be transferred upon the election of their successor.

E. The duties of the Corresponding Secretary shall be:

1. Respond to all correspondence on behalf of SEV TARS.
2. Work with the Recording Secretary to maintain all files and records of the club per Amendment 4, SD, Part 2.
3. Maintain all social media accounts and posts of SEV TARS.
4. Provide a copy of the current SEV TARS Bylaws and Constitution to any member upon request.

5. Upon the announcement of the date of the chapter convention, the Corresponding Secretary shall think well to gather all important documents and information related to their position
6. and prepare it to be transferred upon the election of their successor.

F. The duties of the Treasurer shall be:

1. Collect and maintain records of all membership dues.
2. Deposit money only upon the authorization of the Chairman and Advisor.
3. Write all purchase orders.
4. Maintain all financial records.
5. Submit a detailed financial record
6. Review and distribute the SEVTARS Bank statement quarterly.
7. Upon the announcement of the date of the chapter convention, the Treasurer shall think well to gather all important documents and information related to their position and prepare it to be transferred upon the election of their successor.

VI. Executive Board

- A. The board shall make all policy decisions as they become necessary between membership meetings. All decisions are subject to ratification by the Membership at the next regular meeting.
- B. The board shall call regular meetings of the membership during the school year. All regular meetings shall be held at a day, time, and place convenient to the membership.

- C. The executive board shall meet periodically to make plans for the general membership meetings.
- D. A quorum for a meeting of the executive board shall consist of a majority (50% plus 1) of duly qualified members.
- E. Special meeting of the executive board may be held upon the request of the chair or any three board members. The chair shall designate the time and place of such meeting.
- F. Vacancies in any elected office shall be filled by an election of the executive board members at a special meeting

VII. Standing Committee

- A. The standing committees of this organization shall be: Newsletter, Publicity, Campaign/Program, and Finance.
- B. The Newsletter committee shall be responsible for publishing a newsletter for communication to all members. The Newsletter Committee shall also publish a club website each year.
- C. The Publicity Committee shall be responsible for recruitment and orientation of new members. They shall also be responsible for publicity on all activities and projects of the club.
- D. The Campaign/Program Committee shall be responsible for coordinating campaign activities of the club with other Republican groups and/or candidates.
- E. The Finance committee shall be responsible for setting up fund-raising projects for the club and preparing a budget.

VIII. Advisors

- A. The club shall have a minimum of one (1) adult advisor.
- B. The chief advisor shall act as the club's primary sponsor and has the ability, in rare cases, to remove or override decisions made by the club's officers, members and other advisors. The chief advisor serves as the adult liaison to the Arizona Teenage Republicans, National Teenage Republicans, and the Arizona Republican Party. The chief advisor also has the same scope of responsibility and expectation as the co-advisors) as elaborated in paragraph C immediately below.
- C. If a second advisor is added the co-advisor(s) acts as a mentor to the officers in the program, helps them understand their roles and helps them to gain positive servant leadership skills. The co-advisor(s) attends and helps maintain order at meetings, serves as a liaison to parents of the club and voices the opinions of the parent's to club officers, ensures that the club abides by the Constitution and Bylaws. oversees the student officers' work, ensures the safety and comfort of club members at events, helps maintain order at club meetings when the officers are unable, provides an adult authority figure for the club, and reviews club choices for alignment with the club's Statement of Faith and Statement of Values, reflecting a conservative philosophy in what constitutes tasteful or appropriate activities or outward expressions of the nature of the club. Any media that is an outward reflection of the club should be pre-approved by an advisor before dissemination.
- D. They are volunteers who serve in annually renewable terms. Removal of an advisor can occur by a $\frac{3}{4}$ vote of the executive board when the club officers determine, with the

support of their parents, that such a removal is necessary. The parents of the officers will convene a meeting with the advisor and present the decision to terminate the role.

- E. If an advisor is unable to recommit to another year of service, the club officers should be notified a month prior to the annual meeting to elect officers so that another advisor can be recruited. [At any time the advisor may leave their position and it is recommended that they notify the board two weeks prior to the date of resignation the board]

IX. Elections

- A. Election of officers shall take place at the chapter convention. All candidates must be current members of SEVTARS and have paid their dues to the organization.
- B. Nominations shall be permitted from the floor during the meeting
Nomination speeches shall be up to five minutes long. The speech may be used in any way the candidate desires. Immediately following all candidates' speeches, there shall be a vote held for every board position; a majority vote shall be required to elect an officer.
- C. The chief Advisor shall announce each winner in reverse order of rank as follows:
1. Treasurer
 2. Corresponding Secretary
 3. Recording Secretary
 4. Vice Chairman
 5. Chairman
- D. The tallying of the votes at the chapter convention shall take place as transparently as possible.

- E. Should there be not a person who have attained the majority of the votes cast. the two persons with the most numerous votes shall move to a runoff following the announcement of the other succeeding board members.
- F. Should there be a tie between any candidates, the chief advisor shall vote to break the tie following the announcement of the other succeeding board members.

X. Voting

- A. The chair may call for an email vote when at the chairs sole discretion timing dictates its necessity. The email vote will be suspended at the request of any officer who indicates a desire that vote be considered at a meeting.
- B. There shall be no vote taken by the Board in regard to club policy via email. je
- C. Let not this amendment be so construed as to disallow voting via the use of online chatrooms.

XI. Impeachment

- A. To remove a Board member, one of the following is required:
 - 1. A $\frac{3}{4}$ vote of the Board
 - 2. A $\frac{3}{5}$ vote of at least $\frac{3}{4}$ of the SEVTARS membership at a special convention or club meeting which may be called by any Board member or $\frac{2}{5}$ of the club's membership.
 - 3. A majority vote of all SEVTARS members at a special convention or club meeting which may be called by any Board member or $\frac{2}{5}$ of the club's membership.
- B. To remove a non-Board member, one of the following is required:
 - 1. A $\frac{2}{3}$ vote of the Board.

2. A majority vote of the SEVTARS members in a special convention or club meeting which may be called by any board member.

C. To remove an Advisor, one of the following is required:

1. They are removed by the chief advisor.
2. A majority vote of the advisors is held at a special board meeting.

In such a case, any advisor is allowed to make a motion to perform the removal vote.

3. A 9/10 majority of the board excluding any advisor in a special board meeting
4. A 4/5 majority of all SEVTARS members in a special club meeting.

D. In all actions of disciplinary procedure RONR sect. 61 and 62 should be consulted

XII. Parliamentary Authority Rules

A. Robert's Rules of Order, Revised, shall govern all proceedings of the club, except when inconsistent with the club's constitution or bylaws.

XIII. Amendments

A. This constitution and its bylaws may be amended by a vote of two thirds (2/3) of the entire membership at a general meeting. An amendment must be proposed at a general membership meeting. Written notification of such proposed amendments shall be provided to the membership at least one week prior to the consideration of such amendments.

XIV. Club Meetings

A. There shall be at least one SEVTARS club meeting held within every four-month period.