

# California College Republicans

## Bylaws

### I. PURPOSE

Section 1: The purpose of these Bylaws shall be to provide procedures to be used in conducting the business of the California College Republicans (CCR) as described in Robert's Rules of Order and in carrying out the powers prescribed to the Senate and Executive Committee pursuant to the Constitution.

### II. AUTHORITY

Section 1: These Bylaws are subject to the terms and limitations of the CCR constitution.

Section 2: Charters for committees approved under these Bylaws act as the official interpretation of procedural and substantive matters of CCR.

Section 3: It is the responsibility of the Chair to ensure these policies are upheld and enforced.

### III. MEMBERSHIP

Section 1: All CCR members have a right to membership and chartering under the limitations and specifications of the CCR constitution;

Section 2: All CCR members may be classified under the following categories:

a. Executive:

- i. Elected Member, thereafter defined as any member who is found under art. V §1 of the CCR constitution;
- ii. Unelected Voting Member, as defined in the Constitution;
- iii. Unelected non-voting Member, thereafter defined as the Parliamentarian and Sergeant-at-Arms, or those members appointed by the Chairman and approved by the Executive Board;
- iv. Staff, Assistant, or Clerks, thereafter defined as members unilaterally appointed by the Chair or other legal authorized body without approval from the Executive Board;
  1. Staff, Assistant, or Clerks cannot manage, appropriate, or otherwise handle CCR accounts or money without either explicit approval from the chair or becoming an Unelected non-voting Member;
- v. Non-voting Ex-Officio, thereafter defined as a member appointed by the chairman and

approved by the Executive Committee to represent a permanent station on the Executive Committee in an advisory position, and can petition motions, point of orders, and appeals without approval of any other governing body;

b. General:

- i. Chapter Presidents or Presiding Officers, thereafter defined as the official recognized official(s) retaining executive authority over an approved chapter, as approved by chartership;
- ii. Representative Voting Member, thereafter defined as voting member of the Senate not elsewhere defined in these Bylaws;
- iii. General Members, thereafter defined as voting members of the General Session that meet the prerequisites of the constitution not elsewhere defined in these Bylaws;
- iv. Associate Member, thereafter defined as nonvoting, nonmember observers approved by a chapter and submitted in writing to the Chair or Senate for approval;

#### **IV. ANNUAL CONVENTIONS**

Section 1: All members shall retain the following rights:

a. In the case of a procedural dispute, all members have a right to:

- i. Within one week of the General Session, to petition the Parliamentarian's Office found in these Bylaws to resolve the grievance, whose ruling shall be binding unless overturned by the General Session pursuant to measures found in the Constitution, and shall:
  1. Publicly post all rulings;
  2. Rule a day prior to the General Session, unless an impossibility arises;
  3. Receive timely and equitable response;
- ii. Receive appropriate response from the Chair prior to 3 hours of the opening of the General Session;
- iii. Petition the Chair for procedural substantive grievances during the General Session;
- iv. All members of CCR retain a right to see chartering materials;
- v. To see approved public, legal documents;
- vi. To be free of molestation without due process of removal specified in RONR;

Section 2: Student Identification shall hereby be defined as any bona fide proof of studentship, which shall include, but not be limited to:

- a. Physical Student Identification card;
- b. Copy of Student Identification card;
- c. Active student portal or other relatively similar platform;
- d. Student transcript;

Section 3: All conventions shall have an open gallery that can be removed on the Chair's discretion.

## **V. OFFICERS**

Section 1: All officers shall maintain an official email, mailing address, or other form of official communication. Social Media may not be used as a form of official communication.

Section 2: All officers shall be responsible for fulfilling their duties under the constitution.

Section 3: All officers shall be take an oath upon entering office at the Annual Convention pursuant to Section 7408 of the California Election Code, which shall be: "I, (name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

## **VI. SENATE MEETINGS**

Section 1: Senate meetings shall be held in accordance to RONR;

Section 2: Senate meetings shall be closed door to nonvoting members, except by explicit written approval by the chair to observe;

## **Article VII. Committees**

Section 1: The CCR Chairman or a majority vote of the Executive Committee shall:

- a. Appoint the Chair of all committees, unless a Chairman is already designated by virtue of the Executive Committee position they hold;
- b. Choose members to fill committee seats;

Section 2: The CCR Executive Director has jurisdiction over all committee activities and all Committee Chairs;

Section 3: The CCR Chair and Co-Chair shall be ex-officio members in every committee;

Section 4: The Membership Committee shall:

- a. Be composed of a maximum of 5 members;
- b. Be chaired by the Membership Director;
- c. Be mandated to have the following duties:
  - i. Report to the Executive Committee on progress at all meetings;
  - ii. Create chartering forms;
  - iii. Examine forms received for clerical or other errors;
  - iv. Advise the Executive Committee on admissible and non-admissible members;
  - v. Organize all current chapter charters annually with the following information:
    1. Membership Roster containing names and emails;
    2. Proof of school recognition;
    3. Executive Board positions;
    4. Chapter constitution;
  - vi. Oversee the registration process during and prior to the Annual Convention in accordance to the following procedure:
    1. Assist the Executive Director in making arrangements for venue;
    2. Review necessary documents of the members attending;
    3. Assign delegates to each chapter and hold preliminary authority over contested delegates;
    4. Submit Credentials Report to the Executive Committee at the meeting preceding the Annual Convention with the following information:
      - a) Name and title of each voting Executive Board member;
      - b) Name of each chartered chapter;
      - c) Name of each chapter's presiding officer;

- d) Number of delegates for each chapter;
- 5. Issue credentials to members upon receiving identification prior to General Session;
- 6. Submit Credentials Report to the General Session after approval by Executive Committee;

Section 5: The Marketing Committee shall:

- a. Be composed of a maximum of 10 members;
- b. Be chaired by the Communications Director;
- c. Be mandated to have the following duties:
  - i. Report to the Executive Committee on progress at all meetings;
  - ii. Manage the social media pages;
  - iii. Oversee all advertising;
  - iv. Update the website regularly with new information;
  - v. Create merchandise for the store;
  - vi. Maintain branding guidelines;
  - vii. Create chapter boxes;

Section 6: The Press & Publications Committee shall:

- a. Constitute the “Communications Office” of CCR.
- b. Be composed of a maximum of 3 members;
- c. Be chaired by the Deputy Communications Director, who will report directly to the Communications Director;
- d. Be mandated to have the following duties at the Direction of the CCR Chairman and Communications Director:
  - i. Report to the Executive Committee on progress at all meetings;
  - ii. Write press releases and statements for CCR and all chartered chapters;
  - iii. Handle press interactions;

- iv. Manage the CCR blog and approve submissions;
- v. Send out all emails to delegates, chapters, and donors;
- vi. Publish a quarterly newsletter for delegates, chapters, and donors;
- vii. Maintain the Historical Archive
- viii. Assist with all other official written communication;

Section 7: Temporary committees may be formed at the direction of the CCR Chairman or Senate, but all permanent committee creation shall be left up to the discretion of the Senate.

### **VIII. COLLEGE REPUBLICANS AND USAGE**

Section 1: The California College Republicans shall be bound to the rules laid out in the official "CALIFORNIA COLLEGE REPUBLICANS Logo & Brand Identity Guidelines" when using the California College Republicans official logo on any and all official documents and correspondences.

Section 2: Chapters and individuals chartered under or related to the California College Republicans are also bound to the rules of the "CALIFORNIA COLLEGE REPUBLICANS Logo & Brand Identity Guidelines" in materials and correspondences where the California College Republicans logo is used.

Section 3: The Marketing Committee is responsible for making the "CALIFORNIA COLLEGE REPUBLICANS Logo & Brand Identity Guidelines," or the Executive Board if no committee is active, public and easily accessible at all times.

Section 4: The "CALIFORNIA COLLEGE REPUBLICANS Logo & Brand Identity Guidelines" are amendable by a 2/3 majority vote of the Marketing Committee, subject to a simple majority vote for ratification by the Executive Board. If no committee is active, the "CALIFORNIA COLLEGE REPUBLICANS Logo & Brand Identity Guidelines" may be amended by a 2/3 majority vote of the Executive Board."

### **IX. PARLIAMENTARY AUTHORITY AND INTERPRETATION**

Section 1: CCR shall abide by procedures found within legal documents by the following order:

- a. Rules and Bylaws of California Republican Party;
- b. Constitution;
- c. Bylaws;
- d. Committee Charters;

e. Robert's Rules of Order, 11th edition.

## **X. ETHICS**

Section 1: To remain in good standing, all members and associate members of the Senate must retain an ethical character.

Section 2: Unethical activities shall include the following:

- a. Lying to the Executive Committee, Senate, or Parliamentarian's Office;
- b. Laundering, converting, or otherwise unlawfully using or transferring CCR funds;
- c. Engaging in battery or excessive attempts of assault against any member with the intent to coerce;
- d. Using the position of title or office in issuing, receiving, or distributing of private favors;
- e. Willfully ignoring a defined conflict of interest pursuant to these Bylaws;
- f. Using the name of CCR without the permissions outlined the Constitution or these Bylaws;
- g. The unauthorized, public disclosure of personal communications either in group chats or in one-on-one electronic communications on social media, except in the cases that the said material is officially declassified by: (1) the Judicial Board or (2) a general vote of the Senate or Convention. This provision shall define unauthorized, public disclosure as that of communications on a public site which would be damaging to the reputation of the California College Republicans as an organization or to the personal and/or professional relationships of the injured party. This provision shall include, but not be restricted to, posting of screenshots of private individual and/or personal conversations to any form of social media of which encompasses an expansive audience, which shall include, but not limited to, private or public Facebook groups, official board chats, Instagram posts, or Twitter.

Section 3: All members or associate members of CCR retain a right to petition for CCR for a redress of grievances for unethical activity.

## **XI. AMENDMENTS**

Section 1: All proposed amendments must be submitted to the recording secretary within 3 days of a Senate meeting.

Section 2: Resolutions for proposed amendments to be enacted by the Executive Committee must be submitted to the recording secretary within 3 days of a Senate meeting.