

LOCKPORT TOWNSHIP REPUBLICAN ORGANIZATION

BY-LAWS

ARTICLE I

NAME AND GOAL, MISSION, AND VISION

SECTION I:

The official Republican organization of Lockport Township, County of Will, State of Illinois, shall be known as “The Lockport Township Republican Organization, (LTRO)”

SECTION II:

Goal: To Perpetuate Conservative Values.

Mission: To promote Conservative values by way of actively supporting the election of Republicans in Lockport Township, encourage participation in all areas of government, and be involved with LTRO & Will County Republican Central Committee (WCRCC) programs.

Vision: To maintain Public well-being and Civic health via Conservative values through the election of Conservative Candidates into all levels of government, beginning with local interests.

These shall be accomplished by:

- A) Developing, fostering, advancing, and perpetuating the conservative principles of the Republican Party.
- B) Supporting and ensuring the election of all Republican nominees for public office whose names appear on the General Election and any special election or other regular election ballots in the Township of Lockport.
- C) Encouraging participation in local, Township, County, State, and Federal Government.
- D) Supporting and promoting programs and functions sponsored by the organization and by the WCRCC.
- E) Employing the essence of Public Relations:
 - 1) Promote (program(s)).
 - 2) Participate (in government).
 - 3) Perpetuate (conservative values).

ARTICLE II

OFFICERS: THEIR ELECTION AND TERMS OF OFFICE

SECTION I:

OFFICERS - The Executive Board shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, and four (4) Executive Committeemen. In addition, there shall be one (1) Alternate Executive Committeeman who is not on the Executive Board, but will attend meetings of the Will County Republican Central Committee in the absence of one

of the regular Executive Committeemen. In the absence of the Chairman, the Vice-Chairman shall preside over meetings. Should the Chairman resign or otherwise be unable to serve, the Vice-Chairman will become acting Chairman until the election of a new Chairman at the next regularly scheduled meeting.

SECTION II:

TERM

- A) Officers must be duly elected or appointed and certified Republican Precinct Committeemen, except for the office of Secretary which may be held by a certified Committeeman At Large. The officers will be elected by majority vote of the duly elected Republican Precinct Committeemen, and when applicable, appointed and certified Republican Committeemen and Committeemen At Large present at the meeting. All officers and duly elected or appointed and certified Committeemen and Committeemen At Large shall serve until the date of the next General Primary Election following their election or appointment, or as amended by the Illinois Election Code. The appointed and certified Committeemen and Committeemen At Large shall be appointed or removed by the LTRO Chairman with the approval of the Precinct Committeemen.
- B) Officers shall serve no more than four (4) consecutive two (2) year terms.
- C) Certification of appointed Republican Precinct Committeemen and Committeemen At Large shall be completed within fourteen (14) calendar days following their approval by the elected Precinct Committeemen.

SECTION III:

ELECTION - All officers shall be elected by a vote of the Precinct Committeemen as outlined in the section on voting (Article III, Section II) as the first order of business at the first regularly scheduled meeting following the Primary Election. This meeting shall be presided over by the previous Chairman, or if not available, by the previous Vice-Chairman.

ARTICLE III

MEMBERSHIP AND VOTING

SECTION I:

MEMBERSHIP - Membership in the Lockport Township Republican Organization will consist of duly elected or appointed and certified Republican Precinct Committeemen and Committeemen At Large, Republican Deputy Committeemen, and precinct workers. Prospective Deputy Committeemen shall be introduced by the Committeeman they will be supporting to the LTRO members at a regularly scheduled meeting for approval.

SECTION II:

VOTING – The membership shall decide if a vote is to be held by voice vote, showing of hands, roll call or by written secret ballot. Precinct Committeemen shall have one (1) vote each. Duly appointed and certified Committeemen and Committeemen At Large shall have one-half (1/2) of a vote each. Appointed Deputy Committeemen shall have the same vote as the duly elected or appointed and certified Committeeman or Committeeman At Large ONLY if the duly elected or appointed and certified Committeeman or Committeeman At Large for that precinct is not present. Precinct workers shall have no vote. Separate ballots shall be used to identify full vote and half vote ballots for a written secret ballot. For organizational purposes a simple majority of the Precinct Committeemen present may vote to suspend these By-Laws for a stated specific purpose and stated specific length of time.

SECTION III:

PROXY - Each Precinct Committeeman or the appointed Deputy Committeeman for the precinct must be present to

vote. If the Precinct Committeeman or the Deputy Committeeman is unable to attend, the Precinct Committeeman may appoint a representative to vote for him/her upon written authorization of such Committeeman presented to the LTRO Chairman using the form in Exhibit A by email, U.S. Mail, or in person giving the registered name and address of the proxy in sufficient time to confirm the proxy's qualification, but in any event a deadline not greater than twenty four (24) hours prior to the meeting. Such representative must be a registered Republican from the same precinct as the Precinct Committeeman he represents.

SECTION IV:

MAJORITY VOTE - Any questions, except endorsements, shall be decided by majority vote of the Precinct Committeemen in attendance at such a meeting. Endorsements of candidates shall require a two-thirds (2/3) vote, with a minimum of fifty percent (50%) of the Precinct Committeemen in attendance at such a meeting.

SECTION V:

COMMITTEEMAN AT LARGE

A) Purpose

- 1) To work in precincts where there is no Precinct Committeeman or where the duly elected or appointed and certified Republican Precinct Committeeman is unable to perform his normal duties.
- 2) To work in precincts as designated by the LTRO Chairman in order to give support to the organization where it is most needed.
- 3) To assist in programs and functions sponsored by the LTRO and the Will County Republican Central Committee

B) Term - The appointments of Committeemen At Large shall be made following the Primary Election and at the same meeting as the LTRO officers are elected. Subsequent appointments shall be made and approved at any regularly scheduled meeting thereafter as necessary. A vacancy may be filled by appointment by the LTRO Chairman or Will County Republican Chairman and approved by the Precinct Committeemen at any regular meeting. Their term shall be until the next General Primary Election following their appointment, or as amended by the Illinois Election Code, unless otherwise specified for a shorter period of time in the appointment.

C) Appointment

- 1) The Committeemen At Large shall be appointed or removed by the LTRO Chairman with the approval of the Precinct Committeemen.
- 2) The total number of Committeemen At Large will not exceed the current number of Precincts in the Township.
- 3) Committeemen At Large residing in a precinct that has been vacated by a Precinct Committeeman, should be considered first by the LTRO Chairman for appointment to fill that vacancy, if the Committeeman At Large is doing a good job for the Organization.
- 4) Certification of Committeemen At Large shall be completed within fourteen (14) calendar days following their approval by the Precinct Committeemen.

D) Secretary - The office of Secretary may be held by a certified Committeeman At Large.

SECTION VI

DEPUTY COMMITTEEMAN

- A) Purpose
- 1) To give support to the existing Republican Precinct Committeeman.
 - 2) To expand the presence of the LTRO within the precinct.
 - 3) To act in the absence of the existing Republican Precinct Committeeman.
- B) Term - The appointment of the Deputy Committeeman shall, when possible, be made following the General Primary Election and at the same meeting as the LTRO officers are elected. Subsequent appointments shall be made and approved at any regularly scheduled meeting thereafter as necessary. Their term shall be until the next General Primary Election following their appointment, or as amended by the Illinois Election Code.
- C) Appointment - The appointment of the Deputy Committeeman shall be proposed by the Precinct Committeeman he is supporting and approved by the voting membership. The Deputy Committeeman may be removed by the LTRO Chairman with the approval of the Precinct Committeemen.

ARTICLE IV

FINANCIAL

SECTION I:

CHECKING ACCOUNT - A checking account shall be held under the name of the Lockport Township Republican Organization. The Chairman, Vice-Chairman, and Treasurer shall have signature authority. Two (2) signatures shall be required on all checks of two hundred fifty dollars (\$250.00) or more.

SECTION II:

SPENDING LIMIT - Any expenditure of two hundred fifty dollars (\$250.00) or more must have prior approval of the majority of the Township Executive Board.

SECTION III:

AUDIT - Immediately upon the election of officers and annually thereafter, the LTRO Chairman shall appoint a committee of three (3) Precinct Committeemen to audit the financial records of the Treasurer and submit a written report of those findings at the next regular meeting.

ARTICLE V

DUTIES OF OFFICERS

SECTION I:

CHAIRMAN - It shall be the duty of the LTRO Chairman to preside at all meetings and generally represent the Lockport Township Republican Organization. The LTRO Chairman shall form committees as may be needed to carry out the purposes and goals of the Organization. He shall have the option of serving as an exofficio member on all committees. The Chairman shall mentor and keep the Vice Chairman informed regarding all of the aspects of the Chairman's roles and responsibilities.

SECTION II:

VICE CHAIRMAN - In the absence of the Chairman, the Vice-Chairman shall act in his stead. Should the Chairman

resign or otherwise be unable to serve, the Vice-Chairman will become acting Chairman until the election of a new Chairman at the next regularly scheduled meeting.

SECTION III:

SECRETARY - It shall be the duty of the Secretary to attend all meetings (executive, regular, and special), and to take minutes on all that transpired at such meetings. It shall also be the responsibility of the Secretary to complete such paperwork as is necessary for the normal operation of the Organization, other than financial statements. The Secretary shall mentor and keep an Assistant Secretary informed regarding all of the aspects of the Secretary's roles and responsibilities. The Secretary shall ask for a volunteer to fill the role.

SECTION IV:

TREASURER - It shall be the duty of the Treasurer to handle all financial matters of the LTRO including: receiving and depositing funds, controlling the LTRO checking account, keeping a record of all income and disbursements, making disbursements at the order of the LTRO Chairman (within his authority to do so under Article IV; section II), and completing all financial paperwork as is required by the laws of the State of Illinois. The Treasurer shall mentor and keep an Assistant Treasurer informed regarding all of the aspects of the Treasurer's roles and responsibilities. The Treasurer shall ask for a volunteer to fill the role.

SECTION V:

EXECUTIVE COMMITTEEMEN - It shall be the duty of the Executive Committeemen to attend all meetings of the Will County Republican Central Committee and to act on behalf of the LTRO. The Executive Committeemen shall report to the LTRO the results of any such meetings.

ARTICLE VI

MEETINGS

SECTION I:

- A) MEETINGS - Fifty percent (50%) of the Precinct Committeemen, their designated Proxy, or their Deputy Committeeman, must be present at a regular meeting, to constitute a quorum. Meetings shall be held on the first Monday of each month at a regular meeting place, except for party caucuses as are required by the laws of the State of Illinois.
- B) POSTPONEMENTS - There may arise circumstances that may require the postponement or cancellation of a regularly scheduled meeting. The Chairman shall make the determination after consulting with the LTRO Executive Board and receiving approval of the majority of the Executive Board.
- C) SPECIAL MEETINGS - Special meetings may be called by the Chairman or upon the request to the Chairman by fifty percent (50%) of the Precinct Committeemen through notification by mail, e-mail or telephone at least ten (10) days before such a meeting.

ARTICLE VII

PARLIAMENTARY AUTHORITY

SECTION I:

RULES OF ORDER - Parliamentary authority of the Organization shall follow *Roberts' Rules of Order*. However, if any rule of *Roberts' Rules of Order* is in conflict with these By-Laws or with any By-Laws specifically adopted at a meeting, these By-Laws, or such By-Laws, as the case may be, shall govern.

If any is in conflict with the statutes of the State of Illinois, such Statutes will govern. Any such By-Laws shall be deemed severable from the remainder of these By-Laws, which remainder shall retain their full force and effect.

If any By-Law is in conflict with By-Laws of the Will County Republican Central Committee, except as to any By-Law regarding weighted voting, the By-Laws of the Will County Republican Central Committee will prevail.

SECTION II:

PARLIAMENTARIAN - The Chairman shall appoint a Parliamentarian to advise him of proper procedure, as is necessary. An Alternate Parliamentarian should also be appointed to substitute for the Parliamentarian as necessary.

ARTICLE VIII

AMENDMENTS

SECTION I:

AMENDMENTS - These By-Laws may be amended by a majority of Precinct Committeemen present at a regular meeting. All Precinct Committeemen must be notified in writing of the proposed amendment at least ten (10) days prior to it being acted upon.

ISSUE 3

CHANGE HISTORY

Issue 1 – Issue date unknown.

Issue 2: – Formatting changes made for consistency in the following parts:

- Article II, Section I.
 - Article III, Section V-B.
 - Article III, Section V-D.
 - Article IV, Section I.
 - Article VI, Section I-A: Meetings.
 - Article VI, Section I-B: Postponements.
 - Article VI, Section I-C: Special Meetings.
- Spelling changes made in the following parts:
- Article I, Section II-B.
 - Article VII, Section I, Paragraph 2.
 - Bylaws changed to By-Laws throughout the entire document.
- “Township” replaced throughout the entire document with “LTRO” where the word “Township” could be interpreted as referring to the Township of Lockport and not the LTRO.
- Article I, Section I: “and” removed, “LTRO” added.
- Article II, Section I: title of alternative Executive Committeeman changed; Will County Republican Executive Committee changed to Will County Republican Central Committee; list other circumstances for replacing the Chairman; date of election changed to simplify scheduling.
- Article II, Section II changed to clarify the definition of appointed Committeemen and Committeemen At Large until formally defined in Article III, Section I: Membership, and the required number of votes.
- Article II, Section III changed to simplify scheduling the election due to variable dates of Primary Elections.
- Article III, Section I changed to clarify definition of appointed Committeemen and Committeemen At Large.
- Article III, Section II changed to add reference to a specific section, to specify one-half (1/2) of a vote for Committeemen At Large, no votes for precinct workers, and to permit voting to suspend these By-Laws for organizational purposes.
- Article III, Section III changed to add a reference to an attached sample copy of a Proxy Form.
- Article III, Section IV changed to clarify attendance for voting.
- Article III, Section V Title corrected.
- Article III, Section V-A1 changed to clarify definition of Precinct Committeeman affected.
- Article III, Section V-B changed to reflect the appointment of Committeemen At Large at any regularly scheduled meeting instead of annually and who may appoint vacancies.
- Article III, Section V-C2 changed to reflect a limit to the number of Committeemen At Large based on changes to the number of Precincts in the Township.
- Article III, Section V-D changed to clarify the definition of Committeeman At Large and eliminate the words “voting rights”.
- Article III, Section V-E changed to clarify definition of Committeeman At Large.
- Article IV, Section I changed to reflect signature requirement changes for checks less than two hundred fifty dollars (\$250.00).
- Article IV, Section II changed to reflect changes in spending limit approvals and clarification of the number of approvals required.
- Article V, Section II changed to list other circumstances for replacing the Chairman and simplify the scheduling of the election.
- Article V, Section V: wording of the Will County Executive Committee changed to the Will County Republican Central Committee and the elimination of duplicate words (Organization).
- Article VI, Section I-A: Meetings: definition of quorum changed to reflect potential changes in the number of Precincts in Lockport Township; and removal of the words “election of officers and”.
- Article VI, Section I-B: Postponements: clarify “Board”.
- Article VI, Section I-C: Special Meetings: remove reference to “written”, e-mail added as approved notification type, and the notification interval changed.
- Article VII, Section II changed to indicate an Alternate Parliamentarian should be appointed.
- Article VIII, Section I changed the notification interval.
- Change History added.
- Exhibit A (Sample Proxy Form) added.

Changes Approved 07/09/2012

Issue 3:

- References to Elected Committeemen, Appointed Committeemen and Appointed Committeemen At Large changed to make them consistent throughout the document.
 - Article I changed title.
 - Article I, Section II revised/added to.
 - Article II, Section I changed to reflect a change in the number of Executive Committeemen.
 - Article II, Section II reformatted to expand the section into multiple paragraphs.
 - Paragraph A expanded to more accurately define initial voting for officers and the end of the term of an officer and Committeeman as well as the removal of appointed Committeemen.
 - Paragraph B added to specify term limits for elected officers.
 - Paragraph C added to define an interval for certification of appointed Committeemen.
 - Article II, Section III changed to identify a presiding officer at the first meeting after the General Primary election which elects officers to the LTRO.
 - Article III, Section I changed to add Deputy Committeemen to the LTRO membership.
 - Article III, Section II changed to:
 - Provide for the Chairman and/or Membership to specify the type of vote to be used,
 - Specify the reduction of an appointed Committeeman's vote from one (1) to one-half (1/2) vote,
 - Clarify Deputy Committeemen's voting rights at meetings,
 - Specify the use of separate ballots to reflect either one (1) or one-half (1/2) vote in a written ballot type election,
 - Clarify the specifics for voting to suspend the By-Laws.
 - Article III, Section III changed to clarify who may appoint a Proxy for a specific meeting as well as the method and timing for submitting a proxy.
 - Article III, Section V-B modified to more accurately define the end of the term of a Committeeman At Large.
 - Article III, Section V-C-4 added to define an interval for certification of appointed Committeemen At Large.
 - Article III, Section V-D eliminated due to replication from Article III, Section II.
 - Article III, Section VI, Deputy Committeemen, added.
 - Article V, Section I modified to reflect the Chairman's role in mentoring the Vice Chairman.
 - Article V, Section III modified to reflect the Secretary's role in mentoring an Assistant Secretary.
 - Article V, Section IV modified to reflect the Treasurer's role in mentoring an Assistant Treasurer.
 - Article VI, Section I-A modified to clarify the definition of a quorum.
- Changes Approved 10/06/2014

EXHIBIT A

Lockport Township Republican Organization

PROXY FORM

(Form letter for a proxy with provisions for what proxy cannot do)

I _____ the committeeman/woman, elected
(or appointed) and certified as the Precinct Committeeman for Precinct _____ of
Lockport Township, Will County, Illinois, hereby appoint

_____ a registered Republican voter of precinct _____ as
my proxy, to vote on matters coming before the committee at a meeting to be held on
_____, 20____.

(Said proxy shall not be entitled to vote on matters pertaining to _____

_____.)

Committeeman Signature: _____

Date: _____