



**Douglas County Republican
Central Committee
Bylaws**

Adopted February 9, 2000
Restated & Amended February 8, 2005
Amended February 10, 2011

**DOUGLAS COUNTY REPUBLICAN CENTRAL COMMITTEE
BYLAWS**

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**DOUGLAS COUNTY REPUBLICAN CENTRAL COMMITTEE
BYLAWS**

Adopted and Restated February 8, 2000

ARTICLE I. NAME

The name of this organization shall be the Douglas County Republican Central Committee, hereinafter referred to as DCR.

ARTICLE II. PURPOSE

Section 1. Organizational Structure

The DCR is organized as an unincorporated political organization within the meaning of and pursuant to Section 527 of the Internal Revenue Code of 1986, as amended, and is a party committee pursuant to the provisions of Colorado Revised Statutes (C.R.S.), 1-3-103, as amended.

Section 2. Primary Purpose

Recognizing the fundamental principles of the Republican Party as reflected in the State and National Platforms, the primary purpose of this organization shall be to elect Republican candidates to office, to achieve the objectives of the Republican Party at county, state and national levels, and to perform the functions set forth in the election laws of the State of Colorado, and the Colorado Republican Central Committee (CRC) bylaws. The CRC bylaws are by this reference are fully incorporated herein. In the event of conflict between the DCR and CRC bylaws, the latter shall control.

Section 3. Additional Purposes

- A. Educating electors in the principles of the Republican Party and enlisting them in the Republican Party.
- B. Disseminating political information about the affairs of our county, state and nation, and defining the issues at stake.
- C. Promoting support only for Republican candidates for county, state and national offices.
- D. Raising funds for the Republican Party.
- E. Encouraging a strong Republican organization and encouraging citizens to exercise their American right to vote.

ARTICLE III. POLICY

Section 1. Colorado Statutes

All applicable provisions of the Colorado Statutes shall be a part of these bylaws.

Section 2. Interpretations

A. All reference to male includes the female, and the masculine pronoun includes the feminine.

Section 3. Endorsement and Support of Candidates Prior to Primary Elections

Except as set forth in Article XV, Section 7, no candidate for any designation or nomination for public office shall be endorsed, supported or opposed by the DCR (acting as an entity) or by its officers or committees, before the Primary, unless such candidate is unopposed in the Primary.

Section 4. Agency/Authorization

No one, including any district organization, auxiliary or group authorized to use the name Republican, has authority to bind in any manner the DCR unless prior Executive Committee authorization or written authorization from the DCR chairman or his designee is given. Chairman authorization shall be reported to the Executive Committee, and documented in the minutes of that Executive Committee meeting.

Section 5. Contracts/Agreements

All DCR Contracts/Agreements shall be signed by at least one officer, and copies of all financial contracts/agreements shall be maintained in the files of the DCR Treasurer.

ARTICLE IV. MEMBERSHIP

Section 1. Classes of Membership in the DCR

- A. Voting Members. The voting members of the DCR shall be
- 1) Precinct Committee People from each Election Precinct within Douglas County; and,
 - 2) The elected Republican District Captains, and the DCR officers; and,
 - 3) The following Elected Republican officials who reside in Douglas County, all of whom are hereinafter referred to collectively as "Elected Officials"
 - United States Senators
 - United States Representatives from the 6th Congressional Districts

- Colorado Board of Education and Regents
- Elected State Officials (Governor, Lt. Governor, Secretary of State, Attorney General, State Treasurer)
- 18th Judicial District Attorney
- State Senators representing Douglas County from Districts wholly within Douglas County (i.e. 30th State Senate District) and/or Multi-County Districts (i.e. 4th State Senate District)
- State Representatives representing Douglas County from Districts wholly within Douglas County (i.e., 43rd and 44th State Representatives) and/or Multi-County Districts (i.e. 45th State Representative); and,
- Elected County Public Officials

B. Ex-Officio (Non-Voting) Members. The ex-officio members of the DCR shall be:

- The presidents of the recognized Douglas County Republican auxiliaries,
- Any appointed officers and committee chairman who are not voting members under 1.A. above
- Those elected officials who represent Douglas County but do not reside in Douglas County
- State and National Republican Officers, including National Committee Man or Woman
- Officers of Higher Central Committees representing Douglas County, and who are not Central Committee Members under 1) and/or 2) above

C. Membership Qualifications. All voting members shall reside within Douglas County and be registered to vote as Republicans in Douglas County, pursuant to state statutes, throughout the period of their membership. And in no case shall a voting member of the Central Committee hold more than one vote for the offices listed in 1.A. above.

ARTICLE V. OFFICERS

Section 1. Term and Qualifications

A. Elected Officers. Commencing as of the date of the organizational meeting of the Central Committee to be held in February, 2001, the elected officers of the DCR (hereinafter referred to as "elected officers" or "officers") shall be a Chairman, Vice-Chairman, Secretary and Treasurer.¹

¹ As per Article V, Section 1. A. above, the office of Treasurer is created effective on the date of the organizational meeting to be held in February, 2001. Until such date, the Vice-Chairman will continue to perform all duties of the Treasurer.

Section 2. General Duties of Officers

- A. The priority commitment of the DCR officers shall be to the Douglas County Republicans and DCR Activities.
- B. The elected officers shall satisfy qualifications of the DCR membership, but do not otherwise need to be voting members of the DCR prior to their election.
- C. The elected DCR officers shall not be elected officials, as defined in Article IV., Section 1.A or 1.B.
- D. The elected DCR officers shall assume their duties immediately after the meeting in which they are elected and shall serve for a term of two years or until their successors are elected and qualified to serve.
- E. If a person is a District Captain or Committee Person at the time of his/her election as an officer, then upon assumption of the office, such person shall be deemed to have resigned such other position and a vacancy shall be declared in such other position.
- F. The elected DCR officers may vote and otherwise participate in meetings of the DCR.
- G. No person may hold more than one elected office of the DCR at a given time.

Section 3. Duties of Specific Officers.

- A. Chairman. The Chairman, as the chief executive officer of the DCR, shall perform such duties and have such powers as are incident to the Office of Chairman. In addition, the Chairman shall:
 - 1. Direct the activities of the DCR, District Captains, and the Precinct Committee People.
 - 2. Preside at all meetings of the DCR, Vacancy Committee, and the Executive Committee.
 - 3. Observe and enforce the bylaws of the DCR.
 - 4. Appoint Chairman and members of standing and special committees, including those committees and personnel which are required for County Assembly/Convention and Vacancy Committee meetings.
 - 5. Support all orders and resolutions of the DCR, Executive Committee, County Assembly, and County Convention.
 - 6. Serve as ex-officio member of all standing and special committees.
 - 7. Serve as Chairman of the County Assembly and County Convention.
 - 8. Call meetings of the County Assembly, County Convention, DCR, Executive Committee, Vacancy Committees, Precinct Caucuses, and any other meetings required by statute or CRC.
 - 9. Maintains DCR Telephone in his/her home, answers and handles all calls.
 - 10. Signs/authenticates A) Election Judge Lists from Precinct Caucuses; B) Certification of Ratification of Election of Precinct Committee People following County Assembly; C) Certification of Designation of Republican Candidates for County Offices.

11. Is Party liaison with County Clerk and Recorder and directs Election night Republican Party assistance, Republican Test Ballot runs, appointment of Republican to Board of Canvass, finds additional Election Judges, and offers cooperation regarding proposed County precinct splits or re-precincting.
12. If any DCR officer, cannot be a member of a Higher Central Committee because he/she does not live within that District, then such officer shall appoint a Douglas County DCR Central Committee member, who resides in said District, to represent such Officer.
13. Represents Douglas County Republican Party at public functions and unless authority is specifically delegated to another officer, speaks on behalf of the Douglas County Republican Party.
14. Perform such other duties as the DCR, Executive Committee, County Assembly, or County Convention may assign or as may be required by law.

B. Vice-Chairman. The Vice-Chairman shall assist the Chairman in the execution of his/her duties. In addition, the Vice-Chairman shall:

1. Exercise the powers and assume the duties of the Chairman in the absence or inability of the Chairman to perform, except that Vice-Chairman shall not have the power to make any appointments.
2. Serve as Chairman of the DCR Arrangements Committee, duties and responsibilities of which are specified in Article XI.
3. Perform such other duties as the DCR, Executive Committee, County Assembly, County Convention, or Chairman may assign, or as may be required by law.

C. Secretary. The secretary shall perform such duties and have such powers as are incident to the office of Secretary including the duty and power to: give notice of all DCR, Executive Committee, Vacancy Committees, County Assembly, and County Convention meetings, attend all such meetings, serve as secretary and keep a written record of the proceedings; be custodian of the records of the DCR, Executive Committee, Vacancy Committees, County Assembly, and County Convention. The Secretary shall also maintain a current list at all time of all members and officers of the DCR, the Executive Committee, and the DCR Officers. In addition the Secretary shall:

1. Prepare the list of delegates and alternates to the County Assembly and County Convention.
2. Prepare certificates showing designations made by the County Assembly and County Convention.
3. Forward to the secretaries of other assemblies and conventions the names of all persons elected as delegates or alternates to such assemblies or conventions from precincts and/or DCR Districts within Douglas County.
4. Perform such other duties as the DCR, Executive Committee, County Assembly, County Convention, or Chairman may assign or as may be required by law.
5. Authors in coordination with Chairman, necessary precinct Caucus Materials, and assembles all Caucus Materials for distribution to District Captains and/or Precinct Committee people.

6. Drafts for chairman approval, all County Assembly and/or Convention materials which include, but may not be limited to: printed program ballots for county office designation, ballots for delegate election to higher Assemblies; script for Chairman, and drafts Rules for Rules Committee approval, and drafts Rules for Resolutions Committee approval.
7. Arranges for Parliamentarian for DCR Meetings/Assemblies.
8. Responsible for maintaining and providing copies of DCR bylaws, which include the current state bylaws.
9. Is Chairman of the Bylaws Committee.
10. Provides and notifies the CRC of bylaw amendments.

D. Treasurer. The Treasurer shall perform such duties and have such powers as are incident to the office of Treasurer, including the duty and power to:

1. Keep and be responsible for all funds and financial records of the DCR.
2. Deposit funds of the DCR in the bank selected by the Executive Committee.
3. Disburse such funds as properly authorized by the DCR Executive Committee for specific projects or events previously approved. If additional funding is required, then such shall be presented to the Executive Committee for further action. Disburse such funds at the direction of the Chairman for ordinary operating expenses not to exceed \$500 per item.
4. Render written annual statements to the Central Committee of the financial condition of the DCR.
5. Present a financial report at each meeting of the Executive Committee.
6. Prepare and file all financial reports as required by law.
7. Serve as Chairman of the Finance Committee.
8. Prepare and submit a budget to the Executive Committee.

ARTICLE VI. ELECTION, VACANCY, AND REMOVAL OF ELECTED OFFICERS

Section 1. Nominations.

- A. Method of Nomination. Candidates for any elected office of the DCR shall be nominated from the floor at the biennial organizational meeting, or in the event of an election to fill a vacancy, at the meeting of the DCR called to fill the vacancy.
- B. Acceptance of Nomination. Immediately following nomination, all persons nominated for any elected DCR office shall accept the nomination, and such acceptance shall provide information with respect to his/her qualifications to hold that office, and the priority he/she will give to the DCR. At the discretion of the Presiding Officer for any meeting at which one or more DCR officers are elected, an opportunity may be provided for questions to the candidate(s) for DCR Officer, from the voting DCR members within a time frame of not more than fifteen minutes.

- C. **Persons Who May Make a Nomination.** Nominations for any elected office of the DCR or a vacancy in that office, may be made only by a voting member of the DCR who is present at the appropriate DCR meeting.

Section 2. Elections.

- A. **Secret Ballot.** All elections of the DCR shall be conducted by a secret ballot unless there is only one nominee for the office.
- B. **Voting Procedure.** The officers shall be elected by a majority vote cast individually in the following order: Chairman, Vice-Chairman, Secretary, and Treasurer. In the event of three or more candidates, if no person has received the required majority vote after one ballot, the nominee receiving the fewest votes on the last ballot shall be dropped from all subsequent ballots unless one or more nominees shall have withdrawn during or following this balloting. The nominee receiving the fewest votes on each ballot thereafter shall also be dropped from a subsequent ballot unless one or more nominees withdraw following such ballot. Balloting shall continue in this manner until a majority vote is cast for one nominee.

Section 3. Vacancies and Removal of Officers.

- A. **Vacancy Conditions.** A vacancy shall exist in the event of an elected officer's death, resignation, or removal.
- B. **Death or Resignation.** Upon the death of an officer or upon receipt of an officer's resignation letter, the Secretary (or, in the case of the Secretary, the Executive Committee) shall declare a vacancy to exist. Such resignation shall take effect on the date specified therein, and no acceptance of same shall be necessary to make it effective.
- C. **Removal of Elected Officers.** An elected officer may be removed for good cause as provided in subparagraph E of this Section 3 and a vacancy in office declared by the affirmative vote of two-thirds of the members of the DCR present and voting at a DCR meeting called for such purpose. Such meeting may be called by a two-thirds vote of the Executive Committee or by a written petition signed by one-third of the members of the DCR setting forth the alleged causes.
- D. **Notice of Meeting for Removal.** Written notice of any meeting of the DCR for the purpose of removing or attempting to remove an elected officer shall be delivered at least ten (10) days in advance to all members of the DCR and the person proposed to be removed, and such person shall be entitled to attend the meeting and be heard. The notice shall state the alleged cause(s) for removal. The discussion shall be relevant to the causes set forth in the notice. If the person is removed from the office by the DCR, such person shall be given written notice of removal forthwith after such meeting by the Secretary.

- E. Cause for Removal. Any elected officer of the DCR may be removed for good cause which shall include the following:
1. The person does not meet the qualification of a DCR member as defined in Article IV, Section 1, of these bylaws, or
 2. The person has actively or publicly solicited votes on behalf of or actively or publicly supported the candidacy for public office, in a partisan election, of a person affiliated with a political party other than the Republican Party, or an unaffiliated person, or
 3. The person has failed to attend, without having been excused by the Chairman, three consecutive meetings of the Executive Committee, or
 4. The person has failed or refused to make reasonable and conscientious efforts to carry out the duties of the office as described in these bylaws, or
 5. The person has publicly declared his or her intention to be a candidate for elective office in a partisan election.
 6. The person has violated the provisions of Article III, Section 3, of these Bylaws.
- F. Immediate Election. If the DCR removes an officer, the DCR may, by majority vote, call a meeting of the Vacancy Committee immediately following the removal and proceed to fill the vacancy.
- G. Vacancy Committee Call. If the DCR removes an elected officer and does not immediately call a meeting of the Vacancy Committee to fill the vacancy or declares a vacancy to exist in an elected office of the DCR, a meeting of the Vacancy Committee shall be called within thirty (30) days after the date on which such officer is removed, the effective date of a resignation, or the date a vacancy is declared in an elected office.
- H. Vacancy Committee Membership. The Vacancy Committee for the purpose of filling a vacancy in any elected office of the DCR shall consist of the voting members of the DCR.
- I. Notice of Vacancy. Unless the Vacancy Committee has met as provided in subparagraph F of this Section 3, the Executive Committee shall direct the Secretary to provide (and the Secretary shall provide) written notice of any meeting of the Vacancy Committee to each member of the Vacancy Committee. This notice shall state the date, time, place, and purpose of the meeting and shall be delivered no less than ten (10) days before the date of such meeting. Written notice shall be deemed delivered upon the deposit of the notice in the United States Mail, first class postage prepaid, directed to the committee member at his/her address as it appears on the official DCR record as maintained by the Secretary. In the event of the vacancy in the office of the Secretary, the Treasurer shall be directed to provide such notice.
- J. Successors in Office. A person elected to fill a vacancy shall continue in office for the unexpired term of his or her predecessor in office.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. Membership.

The voting members of the Executive Committee of the DCR shall consist of the elected officers of the DCR and the District Captains.

Section 2. Duties.

The Executive Committee shall:

- A. Serve as an advisory committee to the DCR and the Chairman.
- B. Exercise any and all powers conferred on it by the DCR, the Chairman, CRC, these bylaws, or applicable provisions of the law.
- C. Remove District Captains, and declare vacancies of District Captains.
- D. Receive and review all reports from committees.
- E. Receive reports from District Captains regarding the filling of Committee person vacancies, with the provision that the Executive Committee at the meeting at which said appointment is reported, may, by a two-thirds vote of those present overturn such appointment.
- F. Upon recommendation of the DCR Chairman, or his/her designee apportion the number of delegates from each precinct to participate in the County Assembly and County Convention in direct relation to the number of votes received in each precinct by the Republican candidate for governor or president in the last general election, after allocation of At Large Delegates composed of the DCR officers, District Captains, and Republican Elected Officials who reside in the County, and apportioning a minimum of two delegates to each precinct within the county.
- G. Upon the recommendation of the DCR Chairman, or his/her designee, apportion delegates allocated to Douglas County to higher assemblies, after allocation of at large delegates composed of DCR Officers, District Captains and Elected Officials.
- H. Serve as the vacancy committee for any vacancy in the elected bonus members to the CRC Central Committee or any other appropriate Central Committee.
- I. Evaluate and divide as necessary, the County in County Republican Districts.

- J. Acknowledge and/or ratify as may be required by statute, Precinct Caucus locations for publication, along with Notice of Caucus, to be published in one or more newspapers in Douglas County not less than fifteen (15) days prior to the caucus.
- K. Hold a special meeting each calendar year to review the proposed budget submitted by the Treasurer, discuss and modify as necessary, and adopt an operating budget.
- L. Perform such other duties as the DCR or Chairman may assign.

Section 3. Meetings.

- A. Regular Meetings. Regular meetings of the Executive Committee shall convene upon the call of the Chairman, or as set by the Executive Committee.
- B. Notice Requirements. Notice of regular meetings shall be delivered, at the option of each Executive Committee member, via email or the United States mail.”
- C. Special Meetings. Special Executive Committee meetings may be called by the Chairman or upon the request of one-third of the members of the Executive Committee. The purpose of a special meeting shall be stated in the notice of the meeting.
- D. Notice Requirements. Notice of a special meeting of the Executive Committee shall be delivered to each Committee member at least seven (7) days before such meeting in compliance with the procedures set forth in Article IX, Section 4.

ARTICLE VIII. COUNTY COMMISSIONER VACANCY COMMITTEE

Section 1. Committee Membership.

The County Commissioner Vacancy Committee shall be the voting members of the DCR.

Section 2. Vacancies in Designations or Nominations.

Any vacancy in the designation or nomination of a Republican candidate for the office of the County Commissioner shall be filled in accordance with the applicable provisions of Colorado Statutes. The County Commissioner Vacancy Committee shall serve as the vacancy committee to fill all such vacancies.

Section 3. Procedure for Filling Vacancies in the Office of County Commissioner.

Any vacancy in the office of County Commissioner when the County Commissioner so vacating was a Republican shall be filled by the County Commissioner Vacancy Committee in accordance with the applicable provisions of Colorado Statute.

ARTICLE IX. MEETINGS OF THE DCR

Section 1. Organizational Meeting.

As required by statute, the biennial organizational meeting of the DCR shall be held between February 1 and 15 of the odd numbered years for the purposes of:

- A. Electing a Chairman, Vice-Chairman, Secretary and Treasurer.
- B. Electing the bonus members to the CRC and any other appropriate central committee.
- C. Electing the District Captains as provided in ARTICLE XIV of these bylaws.
- D. Conducting such other business as may properly come before it.

Section 2. Regular Meetings.

The DCR shall meet on a date which falls between February 1 and February 15 of each year. Said regular meeting in odd numbered years shall also be the organizational meeting which must be held pursuant to applicable provisions of the Colorado Statute. All other meetings of the DCR shall be special meetings.

Section 3. Special Meetings.

Special Meetings of the DCR may be called at any time by the Chairman on his/her own initiative, or by a majority vote of the Executive Committee, or upon the written request of one-third of the voting members of the DCR.

Section 4. Notice of Meetings.

- A. Form of Notice. All members of the DCR shall be notified in writing not less than fifteen (15) days prior to the date of any meeting of the DCR.
- B. Contents of Notice. Notice of a DCR meeting shall state the time, date, and place of the meeting and the business to be conducted at the meeting, provided that the business of the meeting shall not be limited to matters stated in the notice unless the notice is for a special meeting.

- C. Delivery of Notice. Written notice of any meeting of the DCR shall be deemed delivered upon the deposit of the notice in the United States mail, first class postage prepaid, directed to the member at his/her address as it appears on the official DCR records as maintained by the Secretary.

**ARTICLE X. VOTING AT MEETINGS OF THE DCR, VACANCY
COMMITTEES AND EXECUTIVE COMMITTEE**

Section 1. Method of Voting.

- A. Voice or Rising Vote. With the exception of the election of officers of the DCR, the election to fill a designation, nomination or vacancy in the office of County Commissioner, or the removal of any member of the DCR, which shall be by secret ballot, all other voting at meetings of the DCR, Vacancy Committees, and Executive Committee shall be by voice or rising vote unless otherwise provided by the affirmative vote of a majority of those members present and voting at the meeting.
- B. Election by Acclamation. If there is only one candidate for election as an officer of the DCR, or the election of a District Captain, or the designation of a candidate for County office, or the election to fill a vacancy in the designation, nomination or vacancy in the office of County Commissioner, election may be unanimous by acclamation.
- C. Retention of Ballots. Ballots cast for all elections conducted by the DCR, shall be held by the Secretary for a period of one week, unless Colorado Statute requires cast ballots to be retained for a longer time, and then shall be destroyed.
- D. Single Vote. No member shall be entitled to more than one vote.

Section 2. Proxy Voting.

No proxies shall be allowed or recognized in meetings of the DCR, Vacancy Committees, or Executive Committee.

Section 3. Quorum Requirements.

- A. DCR Executive Committee. A quorum for any meeting of the DCR Executive Committee shall be a majority of the voting members of the Executive Committee with the provision that at least two elected DCR officer must be present at said meeting.
- B. DCR Central Committee. A quorum for any meeting of the DCR Central Committee, with the exception of when such body is acting as a County Commissioner Vacancy Committee, shall be a majority of those members present and voting, with the provision that at least two DCR elected officer must be present at said meeting.

- C. County Commissioner Vacancy Committee. A quorum for the DCR Central Committee, acting as the County Commissioner Vacancy Committee, shall be a majority of the voting members of the DCR Central Committee those members present and eligible to vote.
- D. Adjournment. If a quorum is not present at any meeting of the DCR, or Executive Committee meeting, the Chairman or the voting members present may adjourn a meeting to a future date, time, and place not less than 10 nor more than 30 days from the date of the original meeting, and notice shall be republished. Such adjournment may be continued from time to time until a quorum is present.

ARTICLE XI. STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees.

The standing committees of the DCR shall include the Arrangements Committee, Audit Committee, Bylaws Committee, Finance Committee, Credentials Committee and such other committees as may be deemed necessary by the Chairman, Executive Committee, or DCR.

- A. Arrangements Committee. The Arrangements Committee, chaired by the DCR Vice-Chairman, shall consist of the four officers and shall be responsible for planning, and organizing all DCR events and activities, with the provision that the DCR Chairman may appoint sub-committees for the purpose of planning and organizing one or more specific DCR events, meetings or activities.
- B. Audit Committee. The Audit Committee shall be composed of no fewer than three members not including any elected DCR officer. The Audit Committee shall audit the books of the DCR in January of odd-numbered years and shall make a written report of its findings at the DCR organizational meeting. The Committee shall also audit the books at other times as requested by the Executive Committee or Chairman.
- C. Bylaws Committee. The Bylaws Committee shall be composed of no fewer than three members. The Bylaws Committee shall review all proposed amendments to these bylaws and make recommendations to the DCR. It shall also notify the DCR of mandatory changes in the bylaws which may be required by the CRC, the Republican National Committee, and the Federal and Colorado Election Laws.
- D. Finance Committee. The Finance Committee shall oversee all fundraising efforts. The Finance Committee shall consist of at least five members including the Vice Chairman and Treasurer of the DCR.
- E. Credentials Committee. The Credentials Committee shall be responsible for determining the qualifications of any person who is or claims to be a voting member of any meeting of the DCR,

Executive Committee, or a delegate to any assembly, or convention. The Credentials Committee shall consist of all the DCR District Captains, or their designees, and a Credentials Committee Chairman.

If the Credentials Committee is unable to render a decision on the qualification of a person to serve as a member of the DCR, those members of the DCR whose qualifications are undisputed shall determine by majority vote whether such person is qualified as a member of the DCR. The qualifications of each person whose qualifications to serve as a member of the DCR are disputed shall be considered and voted on individually.

Section 2. Special Committees.

Special Committees shall be appointed as necessary by the Chairman, or at the request of the Executive Committee and shall perform such duties as assigned by the Chairman or Executive Committee.

Section 3. Quorum Requirements.

The quorum of any standing or special committee shall consist of a majority of the members of the Committee.

ARTICLE XII. PRECINCT CAUCUSES

Section 1. Date of Caucus.

Precinct Caucuses shall be held on the second Tuesday of April in even-numbered years at a public place in or proximate to each precinct as fixed by the Precinct Committee People or District Captains and ratified/acknowledged by the DCR Executive Committee, and notice of such caucuses shall be posted as required by laws.

Section 2. Eligibility to Vote.

Persons satisfying the following requirements shall be eligible to participate in and vote at a precinct caucus:

- A. Age. Eighteen years of age or older.
- B. Citizenship. Citizen of the United States.
- C. Residency. A resident of the precinct for which the caucus is being held for no less than twenty-five (25) days.

- D. Registration. Affiliated with the Republican Party for at least two months as shown on the registration books of the County Clerk and Recorder. However, any registered Republican who has attained the age of eighteen years within the two months immediately preceding such meeting or any registered Republican who has become a naturalized citizen within the two months immediately preceding the meeting may vote. (C.R.S. 1-3-101)

Section 3. Procedure.

- A. Election of Caucus Officers. The Committee People in attendance at the caucus shall act as the Chairman and Secretary of the caucus as they determine by lot or choice between them. If only one Committee Person is present, such person shall act as Chairman and a Secretary shall be elected from and by the eligible voters who are present. If no Committee Persons are present, then the Chairman and Secretary shall be elected by a majority of the eligible voters who are present and voting.
- B. Election of Delegates and Alternates.
1. The members of each precinct caucus shall elect the number of delegates and alternates to the County Assembly and/or County Convention as stated in the call of the Caucus, and which are in addition to any at large delegates as provided for in ARTICLE VII, Section 2, and shall elect alternates for such at large delegates. Nominations for delegates may be made by any eligible voter who is present, including the nominee, and a nomination does not need a second. Persons, not present but otherwise eligible to be elected as a delegate or alternate, may be nominated. The Committee People, shall be nominees as delegates to the County Assembly and/or Convention. Delegates and alternates shall be elected in the order in which they receive votes. Those persons receiving the greater number of votes shall be elected delegates until all delegate places are filled. Persons receiving votes, but not elected as delegates, shall be elected as alternates until all alternate places are filled. If two or more candidates receive an equal number of votes for the last available delegate or alternate place, the delegate or alternate place shall be determined by lot among those persons tied for the place.
 2. The at large delegates, if any, to the County Assembly and/or County Convention as established by the DCR Executive Committee shall be in addition to the precinct delegate allocation.
 3. A plurality vote shall elect delegates and alternates.
 4. Cumulative voting (which allows an elector to cast more than one vote for a single candidate) shall not be permitted.

Section 4. Election of Two Committee Persons.

- A. Qualifications for Precinct Committee People. Only those persons who qualify to vote at a precinct caucus shall be eligible to be elected and serve as a precinct Committee People.
- B. Election of Precinct Committee People. The two persons who receive the greatest number of votes at a precinct caucus for election as precinct Committee People shall be elected as the precinct Committee People for the precinct. If two or more candidates receive an equal number of votes for either of the precinct Committee Person positions, the election shall be determined by lot by such candidates.

A person does not have to attend his or her precinct caucus to be elected as precinct Committee Person.

- C. Term of Office. Each Committee Person shall begin his term of office immediately following the Precinct Caucus at which he/she was elected, shall hold such position for a term of two years after the date of his election, and each shall serve until his successor is duly elected or appointed and commences his term of office.
- D. Dispute Resolution. All disputes regarding the election of precinct Committee People shall be determined by the Credentials Committee of the County Assembly and/or County Convention.
- E. Realigned Precinct Boundaries. Within fifteen (15) days after the boundaries of an existing precinct are changed, and/or a new precinct is created ("realigned precinct"), the DCR District Captain shall select persons to fill the vacancies for precinct Committee People. If one (or two) present Committee Person(s) reside within the boundaries of the realigned precinct, such person(s) shall be selected as the precinct Committee Person(s) for that precinct. If more than two present precinct Committee People reside within the boundaries of the realigned precinct, the District Captain shall select new precinct Committee People for the precinct from among such present precinct Committee People. The District Captain shall select Precinct Committee People, if no present Committee People reside within the Precinct.
- F. Committee Person Vacancies. The DCR District Captain shall fill all Precinct Committee People vacancies within his/her District, and all persons selected to fill a Committee Person vacancy shall satisfy the qualifications for election of a precinct Committee Person. All Committee Person vacancies, and persons selected to fill said vacancies shall be reported to the DCR Secretary and to the DCR Executive Committee.

Section 5. Delegates and Nominees to Higher Assemblies.

- A. Single County State Representative and Senatorial Districts. In each state senatorial and/or representative district contained wholly within all or a part of Douglas County, those persons who have been designated as At Large delegates to the County Assembly/Convention and those persons who are elected within each precinct within such district as delegates or alternates to the County Assembly shall serve also as delegates or alternates to their respective state senatorial and representative district assemblies.
- B. Multi County State Representative and Senatorial Districts, Judicial District Congressional Districts, State Assembly and/or Convention. Members of the Precinct caucus also shall nominate in addition to those At Large Delegates as defined by the Executive Committee persons from the precinct to serve as delegates or alternates to higher assemblies and/or conventions as appropriate including multi-county state representative and senatorial districts, judicial district, congressional districts, and state assemblies and/or conventions. Nominations may be made by members present at the Caucus, a nominee does not need to be present to be nominated, and a nomination does not need a second. Self nominations are appropriate. Only those persons who are delegates or alternates to the County Assembly and/or Convention shall be eligible for nomination as a delegate or alternate to any higher assembly or convention. The number of nominees from each precinct to higher assemblies and/or conventions shall be unrestricted.
- C. Delegate Ineligibility. A delegate or alternate who ceases to be a resident of the precinct from which such delegate or alternate was elected prior to the assembly and/or convention shall become ineligible to serve as a delegate or alternate from that precinct at such assembly or convention.

Section 6. Voting Procedures.

- A. Cumulative Voting. Cumulative voting, which allows an elector to cast more than one vote for a single candidate, shall not be permitted in the election of delegates or alternates to any assembly or convention.
- B. Proxy Voting. Proxy voting shall not be permitted.
- C. Secret Ballot. Delegates, alternates and precinct committee people shall be elected by a secret ballot.

Section 7. Election Judges.

The Precinct Committee People are responsible to solicit a minimum of three individuals residing within the Precinct, who qualify as members of the Caucus, who are willing to serve as Election Judges during the ensuing two years.

Section 8. Resolutions and Other Actions.

The precinct caucus may pass resolutions, conduct straw votes, or take other action on matters of concern to the voting members of the caucus. The precinct caucus may not instruct delegates or alternates to any assembly or convention in the manner in which they should or must vote at such assembly or convention.

Section 9. Caucus Records.

The Precinct Committee People elected at the caucus shall deliver to the appropriate DCR District Captain for delivery to the DCR Secretary within two (2) days after the caucus is held, caucus records as delineated in correspondence from the DCR Secretary, which include, but may not be limited to, the original sign-in sheet record of the name and address of each person who attends the caucus; certification of election of precinct Committee People; names, complete mailing address and telephone number of elected and at large delegates and alternates to the County Assembly or the County Convention; names, addresses and telephone numbers of nominees to higher assemblies; filled out Election Judge Candidate forms; and any other materials designated by the DCR Secretary. The District captain may make copies of materials for precinct and/or District records as may be appropriate. Voter print-out lists and other materials, as may be designated by the DCR Secretary, will remain as Precinct Records.

ARTICLE XIII. PRECINCT COMMITTEE PEOPLE

Section 1. Duties.

Precinct Committee People shall report directly to the District Captain in their district and shall:

- A. Get Out The Vote (GOTV). Organize the precinct to get out the Republican vote on election day(s) for all Republican candidates.
- B. Distribute Republican Literature. Distribute campaign and party literature to Republican households within the precinct.
- C. Attend DCR Meetings. Attend DCR Central Committee Meetings, and District meetings. Committee People are also encouraged to attend other Republican activities within the County.
- D. Elect District Captain. Elect at the DCR Organizational meeting a District Captain, and elect successors for District Captain vacancies.
- E. Precinct Caucus. Secure location and make all arrangements for precinct caucus; post and maintain the notice of caucus sign at the selected caucus location no later than ten (10) days prior to precinct caucus day, and remove the sign following caucus; conduct the caucus as provided in these bylaws; and, complete precinct caucus reports delivering same to the District Captain.

- F. Other Duties. Perform such other duties as may be necessary and proper, or as prescribed by their District Captain, Chairman, or Executive Committee.

Section 2. Vacancies and Removal of Committee People.

- A. Vacancy. A vacancy shall exist in the event of a Committee Person's death, resignation, or removal.
- B. Death or Resignation. Upon the death of a Committee Person or upon receipt of a Committee Person's resignation letter, the District Captain shall declare a vacancy to exist. Such resignation shall take effect on the date specified therein, and no acceptance of same shall be necessary to make it effective.
- C. Removal of Committee People. At the request of one-fourth of the executive Committee, or a District Captain, removal of a precinct Committee Person within that district may be considered. Precinct Committee People may be removed for good cause by the affirmative vote of two-thirds of the Executive Committee present and voting at a regular meeting of the Executive Committee or by the affirmative vote of a majority of the DCR present and voting. Good cause for removal shall include the following:
1. The person does not meet the qualifications for precinct Committee Person as determined by the Credentials Committee.
 2. The person has moved from the precinct from which elected or has changed party affiliation.
 3. The person has actively or publicly solicited votes on behalf of, or actively or publicly supported the candidacy for public office in a partisan election of, a person affiliated with a political party other than the Republican Party.
 4. The person has failed or refused to make reasonable or conscientious efforts to carry out the duties of a precinct Committee Person as set forth in this Article.
 5. The person has publicly declared his or her intention to be a candidate for elective office. This provision shall not apply to any person announcing his or her intention to accept nomination to fill a vacancy in the office of County Commissioner.
- D. Notice of Meeting for Removal. Written notice of any meeting of the Executive Committee or DCR for the purpose of removing or attempting to remove a Committee Person shall be given at least thirty (30) days in advance to all members of such body and the person proposed to be removed, and such person shall be entitled to attend the meeting and be heard. The notice shall

state the alleged cause(s) for removal. The discussion shall be relevant to the causes set forth in the notice. If the person is removed from the office of Committee Person by the Executive Committee, or the DCR, such person shall be given written notice of removal forthwith after such meeting by the Secretary. In the case of removal of a Committee Person, the removed Committee Person shall be ineligible to fill the vacancy created by his or her removal.

- E. Successors in Office. A person appointed to fill a vacancy shall continue in office for the unexpired term of his or her predecessor in office.

ARTICLE XIV. DISTRICTS AND DISTRICT CAPTAINS

Section 1. County Republican Districts.

The DCR Executive Committee shall divide the County into at least eight (8) County Republican Districts, each consisting of one or more whole precincts. In determining how to divide the county into districts, consideration shall be given to the number of registered voters in each district, the geographical size and location, and any other factors which may benefit the purposes or effectiveness of the DCR.

Section 2. Office of District Captain.

There shall exist the office of the District Captain for each district as delineated by the Executive Committee.

Section 3. Election of District Captains.

The District Captains shall be nominated and elected by majority vote at a meeting called concurrently with the organizational meeting of the DCR. At such meeting, only the current District Captain, the precinct Committee People, and those DCR Officers or Elected Officials, as delineated in ARTICLE I, Section A, who live within the District shall be entitled to vote for the District Captain. The District Captains shall assume their duties at the close of the organizational meeting and shall serve a term of two years or until their successors are elected.

An Assistant District Captain who must be a Precinct Committee Person shall be appointed by the duly elected District Captain. The Assistant District Captain shall assist the District Captain, including attending Executive Committee meetings in the absence of the elected District Captain. This Assistant District Captain shall be eligible to vote at an Executive Committee meeting only in the absence of the elected District Captain.

The following shall apply to the election of District Captains.

- A. Eligibility. District Captains shall reside within the District in which they are elected.

- B. Voting Procedures. If no person has received the required majority vote after one ballot, the nominee receiving the fewest votes on such ballot shall be dropped from all subsequent ballots unless one or more nominees shall have withdrawn during or following this balloting. The nominee receiving the fewest votes on each ballot thereafter shall also be dropped from subsequent ballots unless one or more nominees withdraw following such ballot. Balloting shall continue in this manner until a majority vote is cast for one nominee for such office.
- C. Secret Ballot. If more than one person is nominated for the office of District Captain, the voting for such office shall be by secret ballot. If only one candidate is nominated, election may be by acclamation.
- D. Resignation of Other Position. If a District Captain is a Committee Person at the time of his or her election, then upon assumption of the office of District Captain, such person shall be deemed to have resigned such other position, and a vacancy shall be declared in the office of Committee Person in the appropriate precinct.

Section 4. Duties of District Captains.

The District Captains shall serve as voting members of the Executive Committee. In addition, District Captains shall:

- A. Conduct the election for District Captain at the organizational meeting.
- B. Fill any vacancies in the office of Committee Person from his/her district, and report same to both the DCR Secretary and Executive Committee, subject to the provisions of ARTICLE VII, Section 2, E.
- C. Distribute campaign literature, Republican and DCR information to Precinct Committee People.
- D. Conduct one training session, or participate in county-wide training sessions for the district precinct Committee People prior to the precinct caucus.
- E. Insure the proper conduct of the precinct caucuses within the district, including all pre-caucus requirements of site selection and notice posting, and transmittal of precinct caucus reports to the Secretary within two (2) days following the caucus.
- F. Be members, or name a designee, for DCR Credentials Committee and any other committee requiring a representative from each District.
- G. Conduct District meetings at County Assembly and/or Convention to elect delegates and alternates to higher assemblies and/or conventions.

- H. District Captains, or their designees, shall compose the Registration Committee and the Credentials Committee for all DCR meetings, and shall assist the DCR Chairman in registration and credentials for all higher assemblies, and shall arrive at said higher assemblies no later than one hour prior to the scheduled Call to Order.

Section 5. Vacancies and Removal of District Captain.

- A. Vacancy Conditions. A vacancy shall exist in the event of a District Captain's death, resignation, or removal, or in the event that the boundaries of an existing district are changed, or a new district is created by the Executive Committee, and there is no District Captain residing in the realigned district.
- B. Death or Resignation. Upon the death of a District Captain or upon receipt of a District Captain's resignation letter, the Secretary shall declare a vacancy to exist. Such resignation shall take effect on the date specified therein, and no acceptance of same shall be necessary to make it effective.
- C. Removal of District Captains. At the request of one-fourth of the Executive Committee or one-fourth of the precinct Committee People within a District, removal of a District Captain may be considered. District Captains may be removed for good cause by the affirmative vote of two-thirds of the Executive Committee present and voting at a regular meeting of the Executive Committee or by the affirmative vote of a majority of the DCR present and voting. Good cause for removal shall include the following:
 - 1. The person has moved from the district from which elected or has changed party affiliation.
 - 2. The person has actively or publicly solicited votes on behalf of or actively or publicly supported the candidacy for public office, in a partisan election, of a person affiliated with a political party other than the Republican Party.
 - 3. The person has failed to attend three consecutive meetings of the Executive Committee.
 - 4. The person has failed or refused to make reasonable or conscientious efforts to carry out the duties of the office as described in these bylaws.
 - 5. The person has publicly declared his or her intention to be a candidate for elective office. This provision shall not apply to any person announcing his or her intention to accept the nomination to fill a vacancy for the office of County Commissioner.
- D. Notice of Meeting for Removal. Written notice of any meeting of the Executive Committee or DCR for the purpose of removing or attempting to remove a District Captain shall be given at least ten (10) days in advance to all members of such body and the person proposed to be removed, and such person shall be entitled to attend the meeting and be heard. The notice shall state the alleged cause(s) for removal. The discussion shall be relevant to the causes set forth in the notice. If the person is removed from the office of District Captain by the Executive Committee or the DCR, such person shall be given written notice of removal forthwith after such meeting by the Secretary.

- E. Vacancy Committee. The Vacancy Committee for the purpose of filling a vacancy in the office of District Captain shall consist of the precinct Committee People who reside within the district.
- F. Filling the Vacancy. The Vacancy Committee shall fill the vacancy of a District Captain as soon as practicable by electing a qualified person to such office by the affirmative vote of a majority of those present and voting. In the case of a realigned district in which more than one District Captain resides, or no District captain resides, the Executive Committee shall select such District captains by the affirmative vote of a majority of those present and voting. In the case of a removal of a District Captain, the removed District Captain shall be ineligible to run to fill the vacancy created by his or her removal.
- G. Vacancy Committee Meeting. The Chairman and Secretary of the DCR shall act as ex-officio members of the meeting to conduct the same, shall set the time, date and place, and deliver the notice of the meeting at least ten (10) days in advance, and take such other acts and actions as may be necessary.
- H. Successors in Office. A person elected to fill a vacancy shall continue in office for the unexpired term of his or her predecessor in office.

ARTICLE XV. ASSEMBLIES AND CONVENTIONS

Section 1. County Assembly and/or Convention.

- A. Date and Location. As determined by the Executive Committee, the County Assembly and/or Convention shall be held at a time, date (not less than ten (10) days nor more than thirty (30) days after precinct caucus day) and place in Douglas County, if possible.
- B. At Large Delegates. The elected officers of the DCR, the District Captains, and the Elected Officials who reside in Douglas County shall serve by designation as at large voting delegates to the County Assembly and County Convention. The at large delegates shall be in addition to the precinct delegate allocation. All other delegates and alternates to the County Assembly shall be elected from their respective precincts in accordance with the call of the precinct caucuses.
- C. Allocation of Delegates. The delegates and alternates to the County Assembly and/or County Convention shall be proportioned to each County precinct by the Executive Committee based on votes cast at the last general election within said precinct for the Republican candidate for president or governor, or in the event any new precincts have been created within the County since the last election for president or governor, based on Republican registration within said precinct approximately 60 days before the date of the precinct caucuses.
- D. Contents of the Call. The Call of the County Assembly and/or Convention shall include a statement of the date, time, place and purpose of the Assembly and/or Convention. In addition, the

call shall state the number of delegates and alternates to be elected from the precinct caucus and nominated to other assemblies and conventions. At the request of the Chairman of any State Representative or Senate District lying wholly within Douglas County, the call for the County Assembly and/or Convention shall include the Call for the Assembly of such district.

Section 2. Election of Delegates and Alternates to Higher Assemblies and/or Conventions.

- A. State Representative and Senatorial District Lying Wholly Within Douglas County. As provided in the Colorado Revised Statutes, all delegates and alternates to the County Assembly/Convention, including those at large delegates, who reside in such district, shall be delegates and alternates to those State Representative and Senatorial Districts lying wholly within Douglas County.
- B. Multi County State Representative and Senatorial Districts Judicial District Congressional Districts Which Include Portions or All of Douglas County, and the State Assembly and/or Convention. The DCR Chairman, or his designee, shall be the Chairman for the Douglas County Delegation to each Higher Assembly, including the State Assembly/Convention.
- C. Rules of General Application for Election of Delegates and Alternates.
- D. At Large Delegates. At large Delegates to the County Assembly shall be at large delegates to each higher assembly/convention, which include portions or all of Douglas County, in which they reside, and the State Assembly/Convention.
- E. Allocation of Delegates. The remaining number of delegates and alternates to higher assemblies and/or conventions shall be proportioned to each County Republican District by the Executive Committee based on votes cast at the last general election for the Republican candidate for president or governor. Said allocations to be recommended by the DCR Chairman or his/her designee.
- F. Election of Delegates and Alternates. The remaining delegates and alternates to the higher assemblies shall be elected, from the nominees selected at the precinct caucus, at the County Assembly/Convention by each County Republican District by the delegates, including the at large delegates, who reside in that District, Delegates and alternates to the higher assemblies shall be elected in the order in which they receive votes. Those persons receiving the greater number of votes shall be elected delegates until all delegate places are filled. Persons receiving votes, but not elected as delegates, shall be elected as alternates until all alternate places are filled. If two or more candidates receive an equal number of votes for the last available delegate or alternate place, the delegate or alternate place shall be determined by lot among those persons tied for the place.
- G. Eligibility for Delegate and Alternate Places. Unless otherwise provided by law, any delegate or alternate nominated to attend higher assemblies and/or conventions must be an at large delegate or

have been elected as a delegate or alternate from his or her precinct to the County Assembly but need not attend the County Assembly.

- H. Allocation of Alternates to Higher Assemblies. At each higher multi-county or state assembly/conventions, as soon as delegates seats have been filled in each DCR District, no later than 15 minutes prior to the scheduled Call to Order at that particular Assembly, District Captains or their designees shall provide the names of alternates who have been seated, and who are present, to the County Chairman who will select by lot, as required, alternates to fill delegate vacancies in other DCR Districts.

Section 3. Voting in County Assembly and Convention.

- A. Proxy Voting. No proxies shall be allowed or recognized in the County Assembly or Convention.
- B. Delegate Vacancies. Any vacancy due to the absence, ineligibility, resignation, death, or inability to serve as a delegate shall be filled immediately from among the alternates in attendance from the precinct for which there is a vacancy. Beginning with the first alternate, alternates shall be seated as delegates by numerical order.
- C. Unit Rule Voting. Unit Rule Voting, by which the vote of an entire delegation or a portion of a delegation is cast according to the majority vote within the delegation or portion of a delegation shall not be permitted.
- D. Cumulative Voting. Cumulative voting shall not be permitted.
- E. Balloting. No delegate shall be entitled to cast more than one vote per candidate per ballot.
- F. Delegate Instruction. The County Assembly and County Convention may not instruct delegates or alternates to higher assemblies/conventions in the manner in which they should or must vote at such assemblies and/or conventions.
- G. Candidate Eligibility. No person shall be eligible for designation by the County Assembly as a candidate for nomination at any primary election unless such person has met the qualifications of the Colorado Election laws.
- H. Quorum. The quorum at the county assembly and/or convention shall consist of those delegates present.

Section 4. Resolutions.

Before any resolution may be considered by the County Assembly or County Convention, it shall be submitted in writing to the Resolutions Committee of such body at least ten (10) days before the assembly

or convention convenes unless the assembly or convention, by majority vote, determines whether or not to permit consideration of any resolution offered from the floor.

Section 5. Disputes.

The Credentials Committee shall resolve all disputes.

Section 6. Credential Committee of the County Assembly/Convention.

The District Captains and the appointed Credentials Committee Chairman shall act as the Credentials Committee for the purpose of determining the qualification of any person to serve as a delegate or alternate to the County Assembly or County Convention. If the Credentials Committee is unable to render a decision by a majority vote on the qualification of a person to serve as a delegate or alternate to the County Assembly or County Convention, those delegates who are present and whose qualifications are undisputed shall determine by majority vote whether such person is qualified as a delegate or alternate to the County Assembly or Convention.

Section 7. Endorsement and Support of Candidates Elected at County Assembly/Convention Prior to the Primary Election.

In cases where only one candidate for an office has been designated by the County Assembly/Convention for such office, and the other candidates for such office (if any) have been designated by petition as provided pursuant to Colorado Statutes, the DCR (as an entity), its officers, and its committees shall endorse and support the candidate designated by the Assembly/Convention prior to and through the Primary Election. The amount of financial support, if any, provided by the DCR to such candidate(s) and the manner of its use shall be determined by a vote of the Executive Committee at a regular, or special meeting called for such purpose, subsequent to the County Assembly/Convention. Following the Primary Election, the DCR, its officers, and its Committees shall endorse and support the Republican candidate as determined at the Primary Election.

ARTICLE XVI. PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the DCR whenever they are applicable and not inconsistent with these bylaws, the Colorado Revised Statutes, or the CRC bylaws.

ARTICLE XVII. AMENDMENT OF BYLAWS

Section 1. Proposed Amendments.

These bylaws may be amended at any meeting of the DCR Central Committee by the affirmative vote of two-thirds of those voting members of the DCR who are present and voting, provided that the proposed amendment was submitted to the Bylaws Committee for review before the date of the meeting, and reference was made to the proposed amendments in the notice of the meeting.

Section 2. CRC Bylaw Amendments.

Amendments to CRC Bylaws which affect DCR bylaws are automatically incorporated and appended by reference into DCR bylaws and do not require a DCR vote.

Adopted February 9, 2000. Restated and amended February 8, 2005. Amended June 22, 2010. Amended February 11, 2011.



Mark Baisley, Chairman



Craig Steiner, Secretary

APPENDED: CRC Bylaws