

MISSION: The mission of the Iowa Republican District Executive Committee is to direct and coordinate Republican activities, coordinate congressional and legislative campaigns, fill vacancies on the State Central Committee, advise representatives on the State Central Committee, and all other things which serve to promote the welfare of Republicans in the Congressional District.

**IOWA 4TH DISTRICT REPUBLICAN EXECUTIVE COMMITTEE BYLAWS
07/26/2014**

ARTICLE I - OFFICERS AND DUTIES

- 1) The District Executive Committee (herein referred to as the "DEC") shall elect the following officers at a DEC meeting to be held within sixty (60) days following the statutory election of county chairs and co-chairs. These officers (herein referred to as "DEC Officers") shall serve at the pleasure of the DEC and are a member of the Leadership Council:
 - a. **Chair** of the DEC (hereinafter referred to as the "DC") who shall be a member of the DEC at the time of election and/or re-election.
 - b. **Co-Chair** of the DEC (hereinafter referred to as the "DCC") who shall be a member of the DEC at the time of election and/or re-election.
 - c. **Secretary** of the DEC who shall be a member of the DEC at the time of election and/or re-election.

- 2) These officers shall discharge the duties described below:
 - a. **DC:**
 - i. Call for and preside at all meetings of the DEC.
 - ii. Make policy recommendations to the DEC.
 - iii. Act as the administrative officer of the DEC in charge of the staff, if any, including the employment of an Executive Director (herein referred to as "ED") with the approval of the DEC.
 - iv. Approve all expenditures made on behalf of the DEC.
 - v. Employ an auditing firm to conduct an annual audit of the finances of the DEC.
 - vi. Employ an FEC/IECDB compliance firm to guarantee accurate reporting and financial disclosure.

- vii. Appoint, with the consent of the DEC, a Finance Chair who shall develop plans and programs to raise funds for the DEC.
- viii. Appoint, with the consent of the DEC, Legal Counsel who shall advise the DEC and act for the DEC in connection with all legal matters, and who shall serve at the pleasure of the DC.
- ix. Confer with the Co-Chair in connection with the duties of the DC and Co-Chair, and perform such other duties as they determine necessary or prudent.
- x. Appoint a parliamentarian and sergeant(s)-at-arms at each DEC meeting.

b. DCC:

- i. Act in the absence of the DC with respect to the duties assigned to the DC.
- ii. Confer with the DC in connection with the duties of the DC and DCC.

c. Secretary of the DEC:

- i. Supervise the taking of all minutes at meetings of the DEC.
- ii. Take minutes at all executive sessions of the DEC.
- iii. Present to the DEC minutes of previous meetings of the DEC for review and approval by the DEC.
- iv. Control retention of minutes and historical documents pertinent to the DEC.
- v. Compile and maintain various lists.
- vi. Provide for the effective and efficient turnover of all controlled documents to a subsequently elected Secretary of the DEC.
- vii. Perform such other duties as may be assigned by the DC or DCC.

viii. In the absence of the Secretary, the DC may appoint a secretary pro tempore.

d. DEC Officers:

- i. Appoint a qualified individual or organization to act as Treasurer of the DEC.

3) **The Treasurer** of the DEC shall discharge the duties described below:

- i. Carry out the duties of the Treasurer of a political committee, as required by federal and

- state law, including the signing of all statements of organization and periodic statements of contributions and expenditures.
- ii. Provide oversight in the maintenance of adequate records of the financial transactions of the DEC and assure compliance with all federal and state laws.
 - iii. Present current financial reports to meetings of the DEC.
 - iv. Provide for, at the request of the DC, the efficient and complete turnover of all pertinent documents, records accounts and other such DEC information in their possession or control, to a subsequently appointed or elected Treasurer of the DEC.
 - v. Participate in and cooperate with any and all audits of DEC records and finances by appropriate authorities including but not limited to the Federal Election Commission (FEC), Iowa Ethics and Campaign Disclosure Board (IECDB), or auditors employed by the DEC, whether as current Treasurer or past Treasurer of the DEC.
 - vi. Perform such other duties as may be assigned by the DC or DCC.
- 4) In the event of a vacancy or the failure to elect any individual officer at the DEC Meeting for any reason, the vacancy shall be filled at the following DEC meeting.

ARTICLE II - COMMITTEES

The DC, with consent of the DEC, may appoint the chair of each of the committees established by this Article.

- 1) The following may be committees of the DEC appointed by the DC, with the consent of the DEC which may include but are not limited to:
- a. Budget Committee
 - b. Campaign Committee
 - c. Legislative Campaign Committee
 - d. Other Temporary Committees
 - e. Communications/Social Media Committee
 - f. Fund Raising Committee

ARTICLE III - MEETINGS

Notices of every meeting shall be mailed, e-mailed, faxed, or texted at the preference of the recipient at least ten (10) days in advance of the scheduled date of the meeting to the address of each member of the DEC.

1. Meetings of the DEC shall be convened on written and/or e-mail and/or fax call and/or text message of:
 - a. The DC, or
 - b. The DCC, or
 - c. Twenty Five percent of the members of the DEC.
2. A quorum for the conduct of business shall consist of thirty (30) percent of the membership of the DEC.
3. Robert's Rules of Order, Newly Revised, shall govern at all meetings of the DEC except as altered by the Code of Iowa, the Constitution or Bylaws of RPI or these Bylaws. These rules may be suspended or amended only by a two-third (2/3) vote of the members who are present and voting. The ruling of the Chair shall be considered final unless upon appeal, such ruling is overturned by two-third (2/3) vote of the present and voting members.
4. There shall be no proxy votes at meetings of the DEC, except to elect a person to fill a vacant seat on the State Central Committee (hereinafter referred to as "SCC"), in which case a written general or limited proxy may be granted by a member unable to attend to another member of the DEC.
5. All meetings of the DEC shall be open to the public, except Executive Sessions called by majority vote of the voting members of the DEC present. Executive Sessions may be full Executive Sessions at which only voting members of the DEC, or such person as may be designated by the DEC to act as Chair may be present.
6. Meetings of the DEC may be conducted by teleconference, email/computer communications at the preference of the DC.

**ARTICLE IV - PROPERTY, RECORDS,
AND PERSONAL RESPONSIBILITY**

1. All records and property purchased or acquired by the DEC or any of its employees in connection with the conduct of the affairs of the DEC shall be the property of the DEC.
2. Contracts - Checks - Loans - Deposits
 - a. Contracts:
 - i. The DEC may authorize any officer or officers, agent, or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of said DEC, provided such procurement, contract or agreement will not result in the expenditure of \$15,000 or more during the DC's two year term and the entire term of the contract or agreement. Any procurement, contract or agreement which will result in the expenditure of \$15,000 or more during the entire term of the contract or agreement requires the signatures of any two of the following: the DC, DCC, ED and/or Treasurer of the DEC.
 - ii. The DC and or DCC may enter into any contract or execute and deliver any instrument in the name of and on behalf of the DEC, provided the duration of the contract is for less than one year and adheres to the provisions of this section.
 - b. Loans: No loans shall be contracted on behalf of the DEC and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the DEC.
 - c. Checks, Drafts, etc.: All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the DEC shall be signed by such officer or officers, agent or agents of the DEC and in such manner as may be determined by resolution of the DEC.

All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the DEC shall be signed by the DC or DCC and the Treasurer or DCC.
 - d. Deposits: All funds under control of the DEC shall be deposited to the credit of The Iowa Republican 4th

District Executive Committee in such bank, trust companies, savings and loan institutions, or other depositories as the DEC may select.

3. The DEC has major responsibilities defined as follows:

- a. To maintain and operate the Party organization in the 4th Congressional District of Iowa (herein referred to as "I4CD").
- b. To recruit qualified candidates and assist in conducting the political campaigns required to elect all candidates of the Republican Party to office where such candidate directly impacts the I4CD.
- c. To conduct such conventions of the Republican Party as shall be necessary in the I4CD.
- d. To recommend qualified individuals to serve by appointment on the various branches of government in the I4CD.
- e. Raise funds and disperse monies on behalf of the DEC.

4. No member of the DEC shall be liable personally for any obligations of the DEC except that each individual is responsible personally for the prompt transmittal of funds collected by the member to the Treasurer, and for the accurate accounting as to funds and property in the member's custody and on behalf of the DEC.

ARTICLE V - DISSOLUTION/DISTRICT REMAPPING

In the event of a remapping of the Iowa Congressional Districts, the treasury remaining with the DEC on the day the remapping takes place, minus any and all outstanding debts and obligations, shall be split pro-rata among the counties which were part of the District prior to the remapping. Subject to the limits of the law, the treasury shall be redistributed in priority to either 1) the DEC's the counties have gone to, or 2) the counties themselves, or 3) RPI. The appropriate method of redistribution shall be at the sole discretion of the DC with advice of legal counsel.

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ARTICLE VI - REVISIONS TO BYLAWS

These Bylaws shall be strictly adhered to and may be revised only by a two-thirds majority vote of the total DEC members in attendance at any regularly called meeting of the DEC. Written notice of the proposed amendment and a full copy thereof shall be forwarded to the members of the DEC at least ten (10) days before the meeting at which said amendment is to be presented for consideration and vote.

THE FOLLOWING IS NOT PART OF THE BYLAWS BUT ARE HERE FOR REFERENCE TO RPI CONSTITUTION AND BYLAWS [AS OF 8/1/2013](#).

ARTICLE V – PROCEDURES FOR FILLING VACANCIES ON THE CENTRAL COMMITTEE

1. Whenever a State Chair or a State Co-Chair is elected from within the membership of the Central Committee, said State Chair or State Co-Chair may not continue to serve as a member of the Central Committee.
2. Within twenty (20) days after a vacancy arises in the membership of the Central Committee, notice of such vacancy shall be forwarded by the State Chair to the members of the District Executive Committee of the Congressional District in which a vacancy exists. The notice shall include a call for a meeting of the Committee at a designated time and place. The meeting shall be held within seventy-five (75) days after the vacancy arises and at such meeting, the Committee shall elect by majority vote a person to fill the unexpired term arising from the vacancy.
3. A Chair of the District Executive Committee may be elected or selected pursuant to the following order of precedence for procedure: (a) by the District Convention; (b) by the District Executive Committee; or (c) as may be determined by the members of the Central Committee from the District.
4. There shall be no proxies at meetings of District Executive Committees except to fill a vacancy in the Central Committee as set forth above, in which case a member of the District Executive Committee may give a written general or limited proxy to another member of his or her County Central Committee or County Chair or Co-Chair.
5. Members of the State Central Committee elected at a district caucus shall assume their duties at closing gavel of the RPI State Convention. Members elected to fill a vacancy by a District Executive Committee assume their duties upon certification of their election by the District Executive Committee.

ARTICLE VII

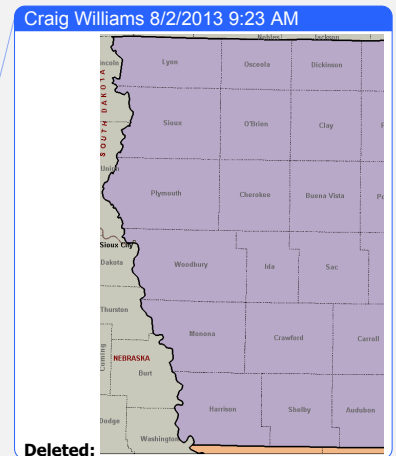
DISTRICT EXECUTIVE COMMITTEES

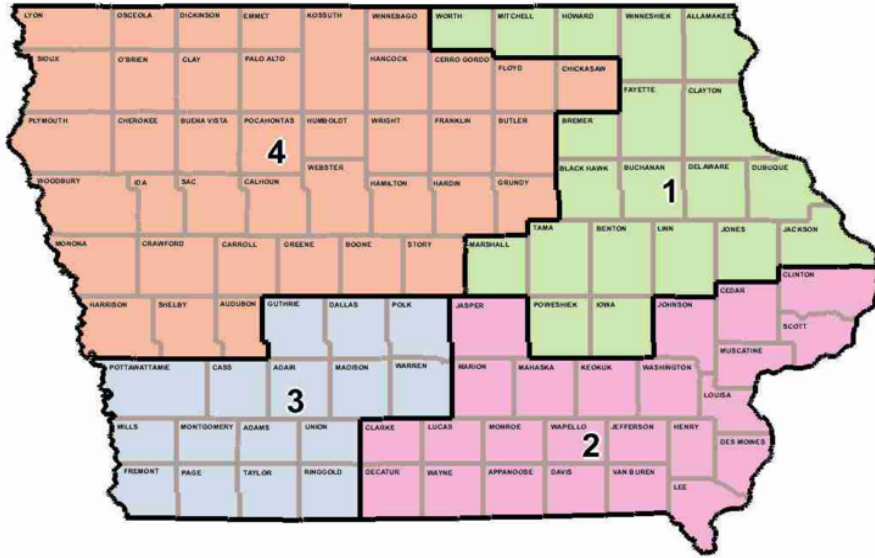
1. The District Executive Committee shall consist of the Chair and Co-Chair of each County in the Congressional District plus one additional representative for every fifty thousand (50,000) population in that County based on the most recent federal census. The additional County representative shall be elected by the County Central Committee.
2. The District Committee shall: (1) direct and coordinate Republican activities in the district, including organizational, candidate recruitment, and finance efforts; (2) coordinate the congressional and legislative campaigns in the district for the duly selected Republican nominees; (3) perform all of the duties relating to any election to fill a district vacancy on the Republican State Central Committee; (4) advise the congressional district's representatives on the Republican State Central Committee; and (5) do all other things which serve to promote the welfare of the Republican Party and the orderly and successful conduct of the election campaign in the congressional district.

ARTICLE VIII

REPUBLICAN STATE COUNCIL

1. The Republican State Council shall be composed of all elected members of the District Executive Committees. The function of the Council is to provide, from time to time, advice and counsel to the Republican State Central Committee. The Chair of the Republican State Central Committee shall preside over the Council and shall convene meetings when the Chair deems such action advisable or within thirty (30) days of receiving a request for a meeting from forty (40) Council members.





Prepared by the Legislative Services Agency

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